



# Role Profile

## LEGAL TEAM MANAGER

Reference No.	I292.01	Type	Individual
Service	Legal Services		
Job Family	Team Manager	Grade	FC10

### Purpose

To provide comprehensive legal advice and assistance to the Council in a wide range of legislation and statutory Local Authority functions. To line manage a team in the delivery of efficient and effective legal services.

<b>Task or Responsibility</b> - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	<b>Person Specification: Skills, Knowledge, Qualifications or Experience</b> - Criteria can apply to more than one task or responsibility	<b>E</b>	<b>D</b>
<p>Carrying a caseload of high level complex legal work and providing general and complex legal advice and assistance to the Council as a whole. This includes the provision of advice and assistance at all levels of the Council, to its officials, and on occasions to its members. This also includes being responsible for and where appropriate conducting cases on behalf of the Council in courts and tribunals.</p>	<p>Educated to SCQF level 11, which includes a Masters Degree, Post Graduate Diploma, SVQ level 5 or equivalent e.g. Degree in Law and Post-Graduate Diploma in Legal Practice or equivalent</p> <p>Admitted as a Solicitor by the Law Society of Scotland</p> <p>Hold a valid Practising Certificate as a Solicitor issued by the Law Society of Scotland</p> <p>Considerable post-qualifying experience</p> <p>Written and verbal communication skills</p> <p>Experience of responding independently to unanticipated problems or situations, and exercising</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	

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	initiative and to make decisions (Deliver results – See How we work matters framework)		
Providing high quality, timely advice and guidance relating to new legislation, statutory instruments, policy documents, circulars and case law.	Experience of carrying out complex legal research and analysis	✓	
Providing and assisting in the provision of training to client Services, Council Officials and, on occasion, to new members on new and anticipated legislation.	Knowledge of how to design and deliver training and briefing sessions (Embrace technology & information)		✓
Managing a team including prioritising its work, providing line management, ensuring appropriate training and development and professional supervision to Solicitors and other team members.	Experience of line managing or supervising staff Supervisory or management skills training Experience of prioritising and monitoring the work and performance of a team (Working together)		✓ ✓ ✓
Promoting the transfer of skills, knowledge and understanding to staff and client Services wherever possible.	Experience of instructing, guiding and advising colleagues	✓	
Preparing and providing legal comments and opinions for reports and attending meetings and Committees as required, ensuring timely professional advice informs the Council's decision-making process.	Experience of interpreting complex European and Scottish Law to support decision making and provide advice  Knowledge of Local Government practice and procedures  Planning and time management or prioritisation skills  Knowledge of the sensitive political environment and be able to advise in that context (Focus on customers)	✓  ✓  ✓	    ✓
Liaising with outside agencies on behalf of the Council, e.g. the Police, other Local Authorities, solicitors and external advisers.	Experience of developing good working relationships	✓	

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Assessing the need to instruct external solicitors and counsel in accordance with Council procedures and requirements and, where appropriate, preparing instructions for counsel and external solicitors.	Experience of drafting and interpretation of complex legal documentation	✓	
Representing the Council at meetings with outside bodies/parties and where appropriate negotiate outcomes favourable to the Council.	Negotiating Skills	✓	
Acting as clerk to boards or committees as appropriate, dealing with a variety of Council functions and decision-making.	Experience of working quickly and accurately under pressure (Taking ownership) Experience of clerking boards or committees	✓	✓
Leading and supporting the development of plans within the team which aim to deliver continuous improvement in performance and cost efficiency.	Experience of contributing to the design, development and improvement of activities and services	✓	
Participating as part of the Legal Services Management Team and contributing to the service workforce planning, service change planning.			
Contributing to budgetary monitoring and planning	Experience of Financial Management		✓
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

<b>Additional tasks or responsibilities</b> – this is a generic role, however this particular job may also require you to undertake the following:			
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<b>Job Title of Specialist tasks</b>			

## Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required

Type of Protection of Vulnerable Groups (PVG) or other Disclosure check (choose only one).	PVG Children <input type="checkbox"/>	PVG Protected Adults <input type="checkbox"/>	PVG Both <input type="checkbox"/>	None <input type="checkbox"/>
	Basic Disclosure <input type="checkbox"/>	Standard Disclosure <input checked="" type="checkbox"/>	Enhanced Disclosure <input type="checkbox"/>	

### Additional Information – the following information is available:

- Skills Framework (if applicable)
- **How** we work matters

### Expected Behaviours – It is essential that you display the following behaviours as they are expected of all our employees:

- Take Ownership
- Focus on Customers
- Work Together
- Embrace Technology & Information
- Deliver Results