



Role Profile

| Service Manager: Legal Services | | | |
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| Reference No. | A4267 | Type | Individual |
| Service | Legal & Democratic Service | | |
| Job Family | Service Manager 1 | Grade | SJC 11 |

| Purpose |
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| This role will have overall responsibility for managing and leading the legal services team within Fife Council. This includes litigation and licensing, planning property and contracts and legal support. The post holder will also deputise for the Monitoring Officer in her absence. |

| Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken: | Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility | E | D |
|--|---|---|--|
| Overseeing all aspects of legal work carried out by the Fife Council legal and support staff. | <p>Educated to SCQF level 11, which includes a Masters Degree, Post Graduate Diploma, SVQ level 5 or equivalent</p> <p>Admitted as a solicitor by the Law Society of Scotland</p> <p>Holds a valid practising certificate as a solicitor issued by the Law Society of Scotland</p> <p>Experience of working in a management role in a local authority</p> <p>Considerable experience as a local authority solicitor</p> | <p>✓</p> <p>✓</p> <p>✓</p> <p></p> <p>✓</p> | <p></p> <p></p> <p></p> <p>✓</p> <p></p> |

E = Essential Criteria D = Desirable Criteria

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|--|---|----------|----------|
| | Experience of responding independently to unanticipated problems or situations, exercising initiative, finding solutions and supporting team members to deliver solutions | ✓ | |
| Managing and supporting the Team Managers and Lead Officers reporting to the post holder. | Management training or qualification | ✓ | |
| Attending meetings of the Council to give advice as required and ensuring the provision of advice and a Clerking function to Committees and Boards including the Licensing Board, Regulation and Licensing Committee, Planning Committee/Planning Review Body. | Written and verbal communication skills | ✓ | |
| Carrying out high profile, sensitive, complex pieces of legal work within their area/s of specialism or providing advice on new legislation or caselaw. | Knowledge of the law as it relates to pensions, planning or licensing | | ✓ |
| | Legal research and drafting skills | ✓ | |
| | Analysis skills | ✓ | |
| Deputising for the Head of Legal & Democratic Services where required | Experience of engaging with elected members | ✓ | |
| | Ability to provide a regular and effective service | ✓ | |
| Acting as a Proper Officer for Fife Council | | | |
| | | | |
| Developing a strategy and performance measures (in conjunction with the Head of Legal & Democratic Services) and then monitoring the implementation of the strategy and measures to ensure the professional and high quality delivery of legal services to the Council | Expereince of workforce planning | | ✓ |
| | Customer focus skills | ✓ | |
| Undertaking all other duties as required for the role. Duties will be in line with the grade. | | | |

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| Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following: | | | | |
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| Job Title (Specialists Tasks) | | | | |
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| Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required | | | | |
| Before confirming appointment: You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement. | | | | |
| Additional Information – the following information is available: | Expected Behaviours | | | |
| <ul style="list-style-type: none"> Skills Framework (if applicable) How we work matters | <p>Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.</p> <p>Please refer to How We Work Matters Guidance to learn more.</p> | | | |