



JOB DESCRIPTION

DIRECTORATE: Chief Executives

SERVICE: Legal and Democratic Services

POST DETAILS:

Job Title: Senior Compliance Lawyer

Grade: 11

JE Ref: A9628

Location of Work 5th Floor Quattro

Directly Responsible To: Legal Services Manager Corporate

Directly Responsible For: n/a

Hours of Duty : 37

Primary Purpose and Scope of the Job:

Senior Compliance Solicitor based within the Legal Department's Corporate Team required to provide legal advice and services to the client departments and the Council itself. The role requires the ability to provide regular supervision to solicitors and other fee earners and have conduct of the most large and complex cases

WORKING RELATIONSHIPS:

Within the Council as a whole through Client Departments and the Legal Services Team with Officers, colleagues, Members, Courts, Tribunals, Children's Guardians and from time to time members of the public and other related Agencies

KEY TASKS AND ACCOUNTABILITIES:

1. The postholder must carry out the duties with full regard to the Council's Corporate Plan, the Corporate Equality and Diversity Policy and Health and Safety Policy.
2. To undertake the provision of legal advice, guidance and support on behalf of Warrington Borough Council in relation to local authority decision-making and vires including providing advice on the rules and interpretation of the Council's Constitution including the most complex and contentious matters that may involve court proceedings in the High Court.
3. To advise Councillors and officers at Council committees including providing advice and assistance on committee reports and procedure. This will regularly include high profile and complex decision-making.



4. To conduct advocacy at all levels with respect to the matters before the Magistrates and County Court and any other appropriate tribunal including contested matters.
5. To have conduct of cases often of a complex nature in the Crown Court, High Court (including judicial review proceedings) or other appropriate tribunal including liaising with the court, senior counsel and senior officers and councillors.
6. To proactively advise and respond to all requests for legal advice and advising on the proposed impact of any legislation as and when appropriate to the Client Departments. This will include new legislation, case law and opinion that are new and untried to the council and may involve providing formal training and/or presentations to officers and councillors.
7. To advise on local authority projects that are high in value and often complex
8. To undertake all preparations in relation to sometimes complex relevant litigation including preparation of bundles, skeleton arguments, and statements, ensuring full compliance with court procedure and to liaise with Counsel as and when required.
9. To carry a full caseload of a variety of matters across the Council teams including at least two of the following areas; Highways and Traffic, Town & Country Planning, enforcement (including licensing and consumer protection), information governance and civil law proceedings
10. Any other duties as directed by the Legal Services Manager and ultimately the Head of Legal & Democratic Services.
11. To carry out all duties with due regard to confidentiality and data protection regulations.
12. To provide regular supervision to Solicitors, Senior Legal Assistants, Legal Assistants, Trainee Solicitors, Legal Apprentices and other junior members of staff as and when required including the distribution and review of case work and advice requests where required.
13. To deputise occasionally for the Head of Legal & Democratic Services and regularly for the Legal Services Manager (Corporate) as and when required.
14. To assist occasionally any team in Legal and Democratic Services. This can include working outside of normal office hours and working off site.
15. To undertake such additional duties as are reasonably commensurate with the level of this post.



REVIEW ARRANGEMENTS:

The details contained in this Job Description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the jobs may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Council will expect to revise this Job Description from time to time and will consult with the postholder at the appropriate time.

Prepared/Revised By:

November 2017
Matt Cumberbatch

Agreed Job Description Signed By Holder:
(To be signed only following appointment)

Date Job Description signed by Holder:
