

JOB DESCRIPTION

DATE:	December 2012	Post No: DR[]
DESIGNATION:	Principal Solicitor	GRADE: M5
SERVICE:	Central Services - Legal	HOURS: 37
REPORTS TO:	Director of Central Services (DCS)	
RESPONSIBLE FOR:	Legal and Land Charges staff	

GENERAL DESCRIPTION OF ROLE:

To be responsible to the DCS for the management, improvement and operation of an effective and comprehensive legal service (including Land Charges) that compliments council objectives.

To act as the Council's Deputy Monitoring Officer.

To work together with colleagues to help ensure the shaping of an organisation working to perform at the highest level for residents, visitors, and businesses of T&MBC.

To provide professional advice to the DCS, Management Team, Cabinet and elected members on all matters relating to the responsibilities of the Legal Service.

SPECIFIC DUTIES:

1. To prepare and present reports to Cabinet and other member meetings, and to attend and advise committees and working groups, including attendance at Council as required.
2. To act as the Council's principal legal advisor on planning and licensing law, including attendance at the relevant area planning committees/ licensing and appeals committee and panels.
3. To provide legal support and advice to all departments of the Council as required.
4. To represent the Council as may be required at planning and other public inquiries or hearings.
5. To represent the Council as may be required at Magistrates' and County Court hearings.
6. To obtain opinions from, or representation by, Counsel as may be required.
7. To contribute to and undertake all responsibilities in compliance with any quality systems/ procedures operating within the Legal Services team.8. Under the leadership of the Management Team (MT), to participate fully in the management and transformation of the council to deliver the council's vision and objectives for T&MBC.
9. To manage and motivate staff within the Legal Service ensuring their behaviours and attitudes reflect professional and organisational standards and the council's objectives and values.

10. To keep Service delivery systems and practices constantly under review, implementing improvements as necessary to ensure the highest standards are maintained.
11. To ensure effective customer engagement and customer-focused outcomes which benefit the people of T&MBC.
12. To be accountable for performance across the Service, specifying and appraising performance in accordance with approved policies, procedures, standards, targets, standing orders, financial regulations, contractual or any other relevant requirements, or as directed.
13. To prepare and present reports to MT, other corporate and external groups and to ensure the effective briefing of the DCS on issues relating to the Service and its functions.
14. To embed equalities and diversity agendas within the Service and to ensure support is provided to achieve this corporately.
15. To be responsible for providing an efficient, effective and business focused Legal Service which maintains high standards and supports the council and its partners in achieving their objectives.
16. To be responsible for developing and maintaining a fit for purpose committee system, with robust processes in place to support the framework and its efficient ongoing operation.
17. To provide legal and constitutional support and advice to MT and members through attendance at full council and other member meetings.
18. To maintain an up to date overview of new and changing legislation and any implications for the functions, services and operations of the council.
19. To lead on the periodic review of the council's constitution.
20. To contribute to the development of a culture of partnership working, seeking opportunities to link in with other organisations and individuals at local, regional and national and European levels.
21. To recruit, deploy and develop staff within the Service to meet the needs of the directorate and enable individuals to maximise their contribution to service delivery and performance.
22. To carry out such duties as may be required and are commensurate with the grade of the post and its senior management role within the directorate and the council.

This post is politically restricted under Section 2 of the Local Government and Housing Act 1989.

Job descriptions are working documents and are not intended to specifically exclude any task which the post-holder might reasonably be expected to undertake.