

Harlow Council Job Description

Job Title:	Legal Services Manager	Post Number:	LP0004
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Grade:	19	Date:	January 2020
Service:	Governance		
Location:	Civic Centre		
Responsible to:	Head of Governance		

Job Purpose:

Management of staff within the Legal Service, Local Land Charges and Procurement Teams and oversight of all legal matters handled within the team. Standing in for the Head of Governance and acting as deputy Monitoring Officer when required.

To manage the operation and development of the Legal service to meet the Council's objectives.

1.0	To help manage and develop the broader Governance service to ensure that the Council is protected by a robust and adequately resourced legal service.
2.0	To help manage and develop the broader service to ensure that robust and timely corporate advice is given to officers and members of the legal service.
3.0	To manage resources within the Legal service, local land charge and procurement teams.
4.0	To develop and manage the performance of the Legal service and the services it provides using information to improve service delivery.
5.0	To manage and develop processes which are focussed on the needs of the customer. To take a significant role in business applications and projects which expand and improve the service.
6.0	To advise members and officers of the Council on legal and governance matters generally and at formal meetings as required.
7.0	To act as the Council's Data Protection Officer.
8.0	To stand in for the Head of Governance and act as deputy Monitoring Officer when required.
9.0	To undertake other duties as appropriate to the role.
10.0	Statutory and delegated duties.
11.0	Statement of Health and Safety.

Breakdown of tasks:	
1.0	To help manage and develop the broader Governance service to ensure that the Council is protected by a robust and adequately resourced legal service.
1.1	Ensure the legal service provides a courteous, friendly and professional service to all customers within the Council and to ensure that the Council's interested are well defended in the Courts.
1.2	Ensure all appropriate staff in the service are fully trained and briefed with up to date information and to organise and implement ongoing training to enable the team to provide the range and quality of legal representation to a high standard and other professional services from the service.
1.3	Work with Head of Governance to develop and motivate the staff so that their capabilities are extended and the performance of the service is continuously improved.
1.4	To manage and help develop standards of service and performance for the legal service and support staff in achieving them.
1.5	Demonstrate personal and professional knowledge and awareness of the legal issues affecting local authorities, keeping up to date with trends and development in both the private and public sector and apply them to the development of the service.
1.6	Create a professional customer service culture, which seeks to continuously improve and develop the skills of the service and the service provided to customers.
1.7	To encourage and develop a good working relationship between the Legal service and local Courts and Tribunals.
2.0	To help manage and develop the broader service to ensure that robust and timely corporate advice is given to officers and members by the Legal service.
2.1	To ensure all staff in the service are fully trained and briefed with up to date information and to organise and implement ongoing training to enable the service to provide the full range and quality of corporate advice to officers and members to a high standard.
2.2	To develop and motivate the staff so that their capabilities as corporate advisors are extended and the performance of the Legal service is continuously improved.
2.3	To manage and help develop standards of service and performance for the Legal service and support staff in achieving them.
2.4	Demonstrate personal and professional knowledge and awareness of the core corporate legal issues affecting local authorities and apply them to the development of the service.
2.5	Create a professional customer service culture, which seeks to continuously improve and develop the skills of the service and the service provided to customers.

3.0	To manage resources within the Legal service.
3.1	In conjunction with the Head of Governance and Line Managers, develop and manage the team's budget as the cost centre manager, pro-actively identifying actions to ensure budgets are adhered to and cashable efficiencies are identified.
3.2	Deliver the service provided by the Legal service within budget.
3.3	Ensure that the team's ICT systems are secure, sustainable and effective.
3.4	Ensure resources employed for Local Land Charges purposes are cost effective and that it provides accurate search services that meet indicators for performance.
3.5	Ensure appropriate procurement advice and support is provided or procured to key areas and projects through the Procurement and Contracts Team.
4.0	To develop and manage the performance of the Legal service and the services it provides using information to improve service delivery.
4.1	Manage staff, their priorities and performance of the service ensuring that there is continuous improvement.
4.2	Ensure the Legal service's performance improves by carrying out regular file audits.
4.3	To implement/deliver/ develop service and team plans to manage compliance with service milestones
4.4	Identify best practice by benchmarking with others and adopting these methods if required.
5.0	To manage and develop processes which are focused on the needs of the customer. To take a significant role in business applications and projects which expand and improve the service.
5.1	To maintain the Legal services' Lexcel accreditation and develop new customer standard initiatives as appropriate.
5.2	To maintain effective case-management to improve business information and drive up standards of service quality and customer care.
6.0	To advise members and officers of the Council on legal and governance matters generally and at formal meetings as required.
6.1	Personally attend specified meetings of the Council's committees.
6.2	Deputise for the Head of Governance in attendance at other meetings of Council and/or its Committees as required.
6.3	Provide advice to members and officers on complex legal and governance matters as required
6.4	Organise service members to provide advice at meetings of the Council and/or its Committees as required.

7.0	To act as the Council's Data Protection Officer.
7.1	To be responsible for the Council's monitoring compliance with the GDPR and other data protection laws, our data protection policies, awareness-raising, training, and audits.
7.2	To provide advice and the information on data protection obligations.
7.3	To act as acts as a contact point for the ICO including breach reporting.
8.0	To stand in for the Head of Governance and as deputy Monitoring Officer when required.
8.1	Stand in for the Head of Governance during any absence as required.
8.2	To act as deputy Monitoring Officer when required.
8.3	Carry out standards investigations at the directions of the Head of Governance when acting as Monitoring Officer as and when required.
9.0	Other duties appropriate to the role.
9.1	To undertake other duties commensurate with the grade, skills, knowledge and experience of the post holder.
9.2	All employees are expected to show a commitment to safeguarding children, young people and adults with care and support needs.
9.3	All employees are expected to have regard and operate within the Council's commitment to equality and diversity and customer care.
9.4	All employees are expected to adhere to requirements of GDPR (General Data Protection Regulation) and The Data Protection Act 2018 and comply with measures to protect the confidentiality of information in accordance with Council policies and procedures.
9.5	All employees are expected to familiarise themselves with and adhere to all relevant Council Policies and Procedures.
10.0	Statutory and delegated duties.
10.1	To comply with all appropriate legislation.
10.2	To comply with the Rules of Procedure and undertake those functions identified in the responsibility fro Functions (e.g. the scheme of Delegation to Officer) as may be determined from time by the Council.
11.0	Statement of Health and Safety.
11.1	Harlow Council is committed to the provision of high quality health and safety standards. In order to achieve this all staff employed by the Council have the following specific responsibilities, which are consistent with the requirements of the Health & Safety at Work etc. Act 1974.
11.2	<ul style="list-style-type: none"> • To take reasonable care for the health and safety of yourself and of other persons who may be affected by what you do or fail to do. • To co-operate with Harlow Council in order to enable statutory requirements to be implemented. • Not to intentionally interfere with or misuse anything provided in the interests of health and safety.