

 Brent	Job Title	Chief Legal Officer
	Department	Chief Operating Officer
	Section	Legal Services
	Grade	Hay 4
	Reports to	Chief Operating Officer (dotted line to Chief Executive)
	Staffing Responsibility	Direct line management of Principal Lawyers. Oversight of all employees in the Legal Services unit.

Job Purpose:

1. Manage and lead the Council's legal services function ensuring the highest professional standards and that the council acts within the law.
2. Lead adviser to the Council on all legal matters. Ensure clear, balanced and accurate advice and guidance is given on high profile, politically sensitive matters to ensure that the Council's interests are protected.
3. Act as the Council's Monitoring Officer as defined in the Local Government and Housing Act 1989.
4. Act as adviser to the Mayor at all Council meetings.

Dimensions:

Responsibility for the Legal Service's annual budget of approx. £2.5m.

Principal Accountabilities:

1. Work collegiately with colleagues on the Departmental Management Team (DMT), and make a proactive contribution delivering departmental and corporate objectives.
2. Lead and manage a portfolio of legal services, including:
 - organising, developing and delivering legal services across the Council ensuring statutory requirements are met.
 - establishing effective legal frameworks, and procedures to regulate decision making ensuring it is lawful, efficient and transparent.
 - representing the Council at legal proceedings.
 - procuring external legal services of counsel and solicitors where this cannot be provided in-house.

- management and mitigation of legal risks and barriers to operational effectiveness.
3. Provide leadership and management to achieve high performance and effective operational delivery; which will include managing the effective use of resources and staff.
 4. Work closely with the Chief Operating Officer and Chief Executive to support effective working relationships with relevant portfolio holders.
 5. Support and develop partnership working, including acting as an effective ambassador and advocate with external organisations.
 6. Lead, manage and implement the legal services for the Council ensuring they remain robust and meet the quality standards and requirements of the Council and legal profession.
 7. Develop and implement the Council's legal policy and determine and monitor legal standards across the Council and partner organisations in accordance with the priorities of the Borough Plan.
 8. Explore opportunities for collaboration and implement shared services with other London Boroughs and/or external organisations.
 9. Act as an effective ambassador and advocate representing the Council in forums responsible for shaping public sector services including Government departments, GLA and legal bodies and forums developing sustainable relationships.
 10. Manage legal services staff and budgets in accordance with the Council's code of conduct, employment and equalities policies and financial regulations procedures and frameworks ensuring value for money in the planning and allocation of resources.
 11. Safeguarding is everyone's responsibility and all employees are required to act in such a way that at all times safeguards the health and well being of children and vulnerable adults.
 12. Carry out duties with due regard to the Council's customer care; equal opportunities; information governance, data protection and health and safety policies and procedures.
 13. Undertake any other duties commensurate with the general level of responsibility of this post.

Job Context:

- Wide range of internal and external contacts including directors, senior managers, elected members, professional bodies, partner organisations and government functions involving the use of a wide range of interpersonal skills.
- Partner other local authorities, public sector organisations and agencies, local businesses, the voluntary sector and other stakeholders.
- Developing partnership working with key external stakeholders across the public, private and voluntary sectors.
- Management and leadership of a high performing team.
- Lead role in the development of the Council's services in this area.
- Operates within a corporate framework but with considerable freedom to shape services.
- Leads on policy and development and ensures implementation of new legislative requirements.
- Ensures high professional standards.
- A demeanour which engenders confidence.

DBS Status	To be confirmed with Human Resources
Politically Restricted	Yes

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Person Specification

Knowledge, Experience & Skills

Specify the knowledge, experience, skills and abilities required.

Knowledge and Qualifications

- Qualified solicitor and member of Law Society
- Evidence of significant relevant Continuing Professional Development (CPD).

Experience

- Track record of achievement at a senior level delivering legal services in a similarly large and complex organisation including:
 - delivering customer focused services and service improvements managing demands and pressures on the service and tight deadlines
 - ensuring that the service is effectively resourced to deliver to the required standard
 - legal advice and case risk management across a wide range of services.
 - representation at complex legal proceedings.
- Working collaboratively across organisational boundaries to deliver strategic plans providing high level legal advice and support, and cost effective outcomes.
- Influencing at senior level on matters of the law.
- Managing and delivering on change initiatives, efficiency savings and service improvement.

Key Skills

- Strong leadership and management skills including people, performance and budget management
- Communication, negotiating and influencing skills
- Work collaboratively and corporately and departmentally
- Strong role model who demonstrates a personal commitment to high standards of public service, equalities, integrity and professionalism
- Excellent judgement and demonstrable track record of senior management decision making involving complex legal issues.
- High level provision of expert legal advice.
- Intellectual ability to think and act strategically, analyse complex evidence and develop practical, innovative entrepreneurial solutions to the management of strategic issues and complex problems.
- Organisational skills to translate strategy into plans and deliver high performing legal services, managing risks and overcoming barriers to success.
- Ability to assess, understand and manage the political pressures and demands upon the organisation.
- Ability to encourage innovative solutions, support and 'can do' culture and achieve results.