

Senior Legal Officer (C) Employment & Litigation – Grade 14-15 (Career Progression to Grade 15)

Kirklees Legal Services provide and commission high quality legal work to enable the Council to achieve its ambitions lawfully and efficiently.

The purpose of the job is to work at a senior level as part of the General Litigation team providing and commissioning legal advice, assistance and representation to the Council with a focus on Employment law

This role is based in Huddersfield within Legal Services, which is part of the Legal, Governance and Commissioning Service. The postholder reports to member of the Legal Services Management Team.

Click [here](#) to find out more.

To find out more about working for Kirklees please click [here](#).

The Job

Working closely with the Service Director and Legal Services management team to:

- Provide legal advice and assistance at a very senior level to Members and Officers of the Council (including Cabinet and Committees, etc.) and others, including outside bodies, with minimal supervision primarily in Employment and discrimination law and litigation, and also in relation to other matters covered by the General Litigation team. You will work closely with colleagues in the HR service. The team provides and commissions advice and representation in the fields of civil litigation, criminal litigation, housing, employment, education and licensing.
- Lead, supervise, mentor and performance manage members of the General Litigation team under the direction of a member of the Legal Services management team.
- Be responsible for a personal caseload of employment law matters in Tribunals and higher courts where you will act as advocate or instruct counsel as appropriate
- Negotiate and draft agreements (including settlement agreements) policies, procedures and the like draft and advise on reports to Cabinet, Committees, panels, boards, court and similar bodies.
- Prepare and present training to members, officers and others.
- To maintain awareness of legal developments and advise accordingly.
- To support the Legal Services management team with tasks, and projects within or outside the areas of responsibility identified above connected with management of the Legal Service or otherwise.
- Undertake legal work on behalf of WYLA Councils if required to do so.
- To keep the Service Director and Legal Services management team informed of matters which are critical, politically sensitive or high profile and to inform management of any problems relating to service delivery (including suggestions for improved working).
- To undertake such other duties and responsibilities of an equivalent nature, as may be determined by the in consultation with the postholder.

Job Checklist

- Deliver legal advice and assistance to help the Council achieve its objectives.
- Keep up-to-date with developments in the law and advise on implications for the Council.
- Lead and supervise team members as required.
- Work in accordance with office procedures and systems adopted by Legal Services
- Recognise and advise on matters involving significant risk to the Council.
- Please click [here](#) to see your responsibilities related to safeguarding.

The Person

We need our employees to be driven to achieve the best, to be hard working, respectful, thoughtful and creative.

- Using your knowledge and experience, contribute positively to provide advice and guidance on varied and complex legal work with a focus on employment matters.
- A confident communicator you will develop good working relationships with key stakeholders and deliver clear, sound legal advice.
- You will have the skills to work effectively in a sensitive political environment.
- You will have the agility to deal with a very diverse range of legal matters, with good personal organisation and time management skills.
- As a senior member of the Council's legal team, you are committed to providing exceptional customer service.
- You will have good drafting, advisory and negotiation skills.

The right behaviours and attitudes are as important to us as the skills you bring to the job. We expect all our employees to demonstrate the following behaviours:

- Positive
- Honest
- Respectful
- Flexible
- Communicative
- Supportive

We also expect you to promote and role model the Council's Expectations of a New Council manager within the organisation.

The role is at level 3. To find out more about Council Behaviours and Expectations please click [here](#). These will be tested throughout the selection process.

Person Checklist

- Solicitor or Barrister or FCILEx.
- Substantial practical recent experience in the provision of employment law advice and conduct of employment tribunal litigation.
- Experience of one or more of the other practice areas covered by the General Litigation team is desirable e.g. education law; licensing; criminal or civil litigation; local government or public law gained in the public or private sector.
- Up-to-date knowledge of relevant areas of Law and Practice.
- Aptitude to develop skills in new areas of legal practice
- Commitment to training and personal development.
- Understanding of issues facing Local Government Lawyers.
- Understanding and commitment to diversity and Inclusion issues.
- Ability to deliver training.
- IT literate and experienced in using legal IT applications.
- Articulate, confident and highly skilled in oral and written presentation
- Effective advocacy skills.
- Ability to lead, performance manage, mentor and supervise staff including appraisals and allocation of casework.
- Ability to present clear arguments before Cabinet, Committees, courts and tribunals.
- Ability to be resilient, work effectively in dealing with high level matters to tight timescales and prioritise competing demands.
- Ability to work with limited supervision to produce complex and unusual legal documentation and deal with other non-routine matters.
- Attention to detail and analytical, problem solving approach to deliver outcomes.
- Creative, commercial and risk aware approach in provision of legal advice.
- Willingness to work occasionally outside office hours.
- Commitment to customer focused solution-based advice and to work proactively to build, maintain and improve client relationships.
- Ability to work collaboratively, as part of a team with strong inter-personal skills and ability to instil confidence in others.
- Excellent personal organisational and time management skills

This Role Profile is intended to provide an understanding and appreciation of the responsibilities of this particular job. It is not possible to specify every detail and we expect you to work flexibly within your skills, knowledge, experience and grade of this job.

For Recruitment Purposes: *In order to be considered for this role you will need to demonstrate how you meet the Person Checklist as detailed on this job profile.*