

**Manchester City Council  
Role Profile**

**Senior Lawyer, Children and Families (Legal), Grade 9  
Legal Services  
Chief Executives Directorate  
Reports to: Principal Lawyer - Children and Families (Legal)**

**Key Role Descriptors:**

The role holder will provide effective advice and representation on complex legal work and projects of importance to Manchester and Salford City Councils and, where appropriate, to external bodies.

The role holder will actively contribute to the professional development of the service and will have a proactive and positive manner.

**Key Role Accountabilities:**

Build and maintain excellent client relations acting as a role model to achieve service and council wide objectives.

Providing timely, high quality and accurate legal, tactical and strategic advice.

Use advanced analytical skills to interpret complex information to identify legal issues, risk and other implications for clients.

To communicate both verbally and in writing to a consistently high standard with the ability to translate and present complex legal advice in a way that can be clearly understood by a variety of audiences.

Where appropriate, to demonstrate exceptional advocacy skills achieving the best possible outcomes for the client.

Demonstrate exceptional negotiating and influencing skills to achieve the best possible outcomes for clients.

To be solution focussed always looking positively for ways in which the clients desired outcomes can be achieved.

Research law and procedure to a high professional standard and keep ahead of legal developments.

Demonstrate highly competent legal drafting skills.

Deputise effectively when required in dealings with clients, legal management and legal matters.



Personal commitment to continuous self development and service improvement

Through personal example, open commitment and clear action, ensure diversity is positively valued resulting in equal access and treatment in employment, service delivery and communication.

**Specific Role Accountabilities:**

Works effectively and with minimum supervision, managing a caseload of complex, high value and sensitive legal work relating to public and private children law, including conducting and managing a caseload of legal applications under relevant legislation and providing advice to the client regarding this and other related legislation, regulations and guidance.

Possess recent and extensive knowledge of the law relating to local government responsibility for safeguarding and planning for children and political sensitivity in relation to advising on the same.

Demonstrate a knowledge wider local government law and issues and ability to develop skills in these areas.

Advocacy skills to represent the Council in contested proceedings.

Where required by the Principal Lawyer to act as a mentor to a designated Lawyer and/or Legal Officer.

Undertake such other legal duties commensurate with grade as are assigned to the post holder by the City Solicitor, the Head of Legal Services or Head of Group, demonstrating political sensitivity at all times.

Demonstrate a knowledge wider local government law and issues

To draft, develop and present staff and client training

**Where the role holder is disabled every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the role. If, however, a certain task proves to be unachievable, job redesign will be given full consideration.**

## Senior Lawyer – Key Competencies and Technical Requirements

### Behavioural Competencies

- **Leadership and Management:** The behaviours and actions of our staff define how we work and what we achieve.
- **Delivery-** Delivery of high quality services is an essential part of what we do.
- **Influence** –Effective relationships give the best results.
- **Change** – Improving services and making the most of resources
- **Pride in Manchester** – Demonstrating pride in our City.

### Generic Skills

- **Communication skills** Understanding the dynamics of conflict and how to achieve mutual agreement. Demonstrating the ethics of good practice, including respect for all parties, tolerance of different people and perspectives, confidentiality and the importance of honesty. Listening actively to others, and working to formulate options and solutions.
- **Analytical Skills** Application of strong analytical reasoning skills and intellectual focus, taking in the wider external and internal environments. Proactively think through problems rather than reactively following a procedure-driven approach.
- **Planning and Organising** Ability to manage a complex range of functions and manage multiple priorities with confidence.
- **Problem Solving and Decision Making** Ability to react to immediate problems of a highly complex nature with associated risk factors and deliver pragmatic solutions sometimes under extreme pressure.
- **Creative Skills** Thinks creatively to plan and examine potential business processes and operating models and to develop a range of creative and original solutions that meet the strategic needs of the business.
- **Strategic Thinking** Excellent planning skills and ability to link strategy to policy which meets both internal and external requirements.
- **ICT Skills** Ability to take action to exploit ICT opportunities that will have a measurable effect on operational effectiveness, with associated benefits to the business.
- **Research and Intelligence** Ability to analyse and present evidenced based information from a variety of different sources.



- **Financial Management:** Numeracy and accuracy skills to collate information and keep accurate and reliable records to assist with the monitoring and reviewing of financial resources and monitoring procedures
- **People Management** Ability to exert positive influence over the performance of others, promoting others' self-esteem, inspiring trust and fostering confidence in others' ability to achieve high standards, thereby enhancing a performance orientated culture which supports the delivery of high quality services to the community.

#### Technical requirements (Role Specific)

- A practising barrister, solicitor or Fellow of the Chartered Institute of Legal Executives (if FCILEX, with Advocacy Certificate)
- Extensive recent experience of dealing with complex, high value and sensitive children and families matters.
- Extensive knowledge of the law relating to children and families.