

**Manchester City Council
Role Profile**

**Legal Officer, Grade 6
Service: Legal Services, Directorate: Chief Executives
Reports to: Senior Lawyer**

Key Role Descriptors:

The role holder will provide efficient and high quality legal advice and representation for Manchester and Salford City Councils and external clients working within a specific area of law.

The role holder will effectively contribute to the strategic objectives and priorities of the Legal Services Division through the provision of efficient and effective advice and support.

Key Role Accountabilities:

Provide advice to clients on relevant legal issues through knowledge of policies, practices and procedures, and ensure the effective management and maintenance of case files, in compliance with specific quality assurance requirements.

If relevant to the area of law, effectively conduct proceedings adhering to relevant legislation as determined by senior officers, under the supervision of the Principal Lawyer and Senior Lawyer and to instruct an in house advocate or Counsel as appropriate.

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

Advise and support senior officers in the effective and timely delivery of work.

Where required by the Senior Lawyer to act as a mentor to a designated Trainee Legal Officer.

Assist and co-operate with other members of the team and other officers within Legal Services and provide cover as required. Comply with the Legal Services' Manual of Practice Management Standards and Procedures.

Assist with the other work of the group as required and contribute to and assume a shared responsibility for the effective running and efficiency of the team

Able to effectively influence a range of stakeholders in order to achieve beneficial outcomes for the shared legal service.



Deal with work assigned to the role holder by senior officers within Legal Services demonstrating political sensitivity at all times.

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 communications.

Specific Role Accountabilities

Represent the Council at meetings with clients and lawyers in respect of a wide range of Property transactions or schemes.

Proactively and effectively manage a varied and heavy personal caseload with the minimum of supervision.

The role holder will have a personal caseload of legal work relevant to a specific area of law.

If relevant to the area of law negotiate and draft legal documentation, including briefs/instructions to counsel.

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.



Legal Officer – Key Competencies and Technical Requirements

Behavioural Competencies

- **Teamwork** – Working together helps deliver the best outcomes.
- **Customer Service** – Putting customers at the heart of what we do.
- **Delivery** – Delivery of high quality services is at the heart of what we do.
- **Change** – Improving services and making the most of resources.
- **Pride in Manchester** – Demonstrating pride in our city.

Generic Skills

- **Interpersonal and Communication Skills:** Ability to communicate clearly, concisely, accurately and in ways that promotes understanding. Is able to effectively transfer key and complex information to all levels of staff, adapting the style of communication as necessary and ensuring that this information is understood.
- **Planning and Organising:** Demonstrate the ability to organize multiple tasks in the most effective way, and allocate time and energy according to task complexity and priority
- **Problem solving and decision making:** Is able to make effective decisions on a day-to-day basis, taking ownership of decisions, demonstrating sound judgement in escalating issues where necessary. be logical in thinking and explain reasoning behind decisions or actions taken
- **Analytical Skills:** Able and confident to resolve moderately complicated queries in their area of knowledge using logical thinking to explain reasoning behind decisions or actions taken.
- **Creative skills:** Ability to think creatively and provide innovative solutions to problems. Has ability to develop new approaches to finding solutions outside of existing parameters.
- **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

Technical requirements (Role Specific)

ILEX Professional Diploma in Law (Level 3) or equivalent legal qualification

The role holder will be able and committed to working in a flexible manner including outside normal office hours, when the role necessitates the same.