

Lancaster City Council - Job Description & Person Specification

Job Title:	ASB & Housing Solicitor/Lawyer	Grade:	GG512	Job Code:	LCC628
Service/Team:	Legal Services	Role Type:	Hybrid	Reports to: *Title & LCC Code	Senior Solicitor LCC028
Line Managers: *Title/s & LCC Code	N/A				

Job Overview

Overview

- To assist the Council's Senior Solicitor in the provision of a comprehensive legal service to the Council, its Cabinet, Committees and Officers
- To have conduct of civil litigation matters with a special focus on Housing and ASB
- To advise and assist Council Housing on all aspects of housing litigation and legal compliance.
- To advise and assist Council Housing on matters of housing regulation and regulation compliance

Direct Responsibilities

- To deal mainly with housing and Anti-Social Behaviour litigation related matters (for example, Injunction proceedings, housing disrepair claims, housing possession and trespass claims, ASB Injunctions, Closure Orders, recovery of rent arrears, recharges and costs).
- To advise and assist Council Housing on matters of housing regulation and regulation compliance
- To provide specialist housing law advice to the Council's housing department including assistance with reviewing the terms of Council housing tenancies and policies.
- To advise and assist the Council on regulation of private housing rented sector
- To provide training to Council housing staff on the progression of housing and ASB litigation matters – such as training on drafting witness statements, attendance at Court and representing the Council in rent arrears cases.
- To represent the Council in legal proceedings, Public Inquiries and Tribunals and where necessary to instruct and support Counsel.
- To advise and assist Council departments on matters of housing and ASB litigation
- To guide, upskill and supervise junior legal staff in all aspects of civil litigation
- To guide, upskill, and supervise, in consultation with the Council's Senior Solicitor, the legal work of junior staff within the Service.
- To assist the Council with any claims for Judicial Review.
- To undertake such specific project responsibilities and other duties and responsibilities as may from time to time be allocated by the Chief Officer (Governance) or the Council's Senior Solicitor.
- To undertake such other reasonable duties appropriate to the grade and responsibilities as may from time to time be allocated by the Senior Officers.
- To advise on new legislation.
- To attend Cabinet and Committee meeting and other meetings involving Members and Officers as required.
- To give creative and positive advice at all times to help the delivery of Council services in accordance with the Council's policy, values, aims and objectives.

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Primary Measurable Objectives

- To have conduct of Housing and ASB civil litigation matters and to represent the Council in legal proceedings
- To provide timely advice to all Council departments in the commencement and defence of civil proceedings – with special focus on Council Housing.
- To upskill client departments and officers to drive forward efficiency and productivity (i.e. through streamlining of processes, training, legal up-dates, guidance and use and provision of practical templates
- To assist the Council's Senior Solicitor with the provision of a comprehensive legal service to the Council, its Cabinet, Committees and Officers.
- To upskill junior staff in all aspects of civil litigation. For example, by empowering and enabling Legal Assistants or junior members of staff to undertake legal work and processes independently

Staff Management Responsibilities

- To supervise junior colleagues in relation to civil litigation matters
- To upskill junior staff to enable them to carry out legal work and processes independently
- To maintain staff high standards in regards to file management, organisation and progression
- To activity manage junior staff to ensure that cases are progressed in a timely and appropriate manner

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Person Specification			
Knowledge & Educational Requirements	Essential Criteria	Desirable Criteria	Assessed by: App Form, Interview, Certificate, Test, Other...
Specialised Qualifications & Training	<p>Qualified Solicitor or Barrister</p> <p>Knowledge of the Civil Procedure Rules</p> <p>Knowledge of civil procedure and practice</p> <p>Knowledge of housing and ASB litigation</p>		App Form, Interview, Certificate
Experience	<p>Advocacy in courts</p> <p>Experience in instructing and assisting Counsel</p> <p>Experience in instructing experts</p> <p>Experience in progression cases to trial</p> <p>Experience of Housing related litigation</p> <p>Experience of injunction related work</p> <p>Experience in advising on housing law</p>	<p>Experience of advocacy in tribunals</p> <p>Experience of applications for committals</p> <p>Experience of debt recovery work (desirable)</p> <p>Experience of enforcement work (bankruptcy and insolvency proceedings, applications for charging orders, third party orders,</p> <p>Experience of supervising others (desirable but not essential)</p>	App Form, Interview
Job Related Skills, Knowledge & Abilities	<p>Experience of Microsoft office – word, outlook and excel</p> <p>High level of literacy, written and oral communicational skills</p> <p>Ability to prioritise, plan and manage time effectively</p> <p>Knowledge of housing and ASB law</p>	<p>Knowledge of local government law and practice</p> <p>Knowledge of environmental law</p>	App Form, Interview

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Personal Attributes Including Interpersonal & Communication Skills	Works well in a team Takes responsibility and ownership for work. Takes pride in their work Good attention to detail		App Form, Interview
Special Requirements/Other			App Form, Interview

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Additional information

Lancaster City Council Specific Knowledge

Once in post, demonstrate:

Understanding, implementation and adherence to Lancaster City Council's policies and procedures.

Understanding, implementation and adherence to Our Values.

Understanding of the post holder's own and their team's contribution to the Council's Corporate Plan.

General Statement

The above duties and responsibilities do not include or define all tasks that may be required of you. Duties and responsibilities may vary without changing the general character or grade of the role.

As a normal part of your job, you are expected to routinely undertake corporate activities on behalf of your Directorate, appropriate to grade of the role.

Learning and Development

You are expected to undertake any training and development appropriate to the current and future needs of the post.

Health & Safety at Work

All members of staff are responsible for fulfilling their health and safety roles and responsibilities, as outlined in the Job Description above. It is the employee's responsibility to ensure that they are familiar with the Council's health and safety policy, procedures, work instructions and relevant risk or other health and safety assessments pertinent to their work tasks, and that they carry out their work tasks in accordance with the significant findings of such.

Equal Opportunities

Lancaster City Council is an Equal Opportunities employer and has equal opportunities policies with which you are expected to comply at all times. The City Council condemns all forms of harassment and is actively seeking to promote a workplace where employees are treated with dignity, respect and without bias.

Climate Emergency

You will be expected to conduct your work activities in a way that demonstrates understanding of, and alignment with the requirements of delivering the Council's response to the Climate Emergency.

Community Safety

Section 17 of the Crime and Disorder Act requires local authorities to consider the community safety implications of all their activities. Officers of Lancaster City Council should have an awareness of community safety and consider any community safety implications within their own area of responsibility.

Safeguarding

Lancaster City Council delivers a range of services and activities that impact on the lives of children both directly and indirectly. Safeguarding children, ensuring their welfare, safety and health is of paramount importance. We are committed to providing safe and supportive services that will give children the opportunities to achieve their full potential.

Employee Signature:		Print name:		Date:	
Manager Signature:		Print name:		Date:	