



### Role Description and Employee Specification

<b>Job Title:</b>	Lawyer (Sabbatical Cover)	<b>Location:</b>	Witney
<b>Department:</b>	Legal	<b>Directorate:</b>	Governance and Regulatory Services
<b>Reports to:</b>	Head of Legal Service	<b>Working Hours:</b>	37 per week
<b>Salary:</b>	£50,788	<b>Peer Group:</b>	PG127
<b>Business World Post Number:</b>	100516	<b>Job Group:</b>	Level 2 Specialist
<b>Contract Type:</b>	12-month FTC	<b>Direct Reports:</b>	N/A

<b>Overall purpose of the Post:</b>	<p>Working autonomously within the required area of expertise, to provide a quality legal service to Cotswold District Council, Forest of Dean District Council and West Oxfordshire District Council.</p> <p>You will be required to provide the provision of legal advice generally, including to all Council Officers and Members and providing advice on probity and lawfulness issues relating to decisions by or conduct of the Council.</p>
<b>Key Tasks and Responsibilities:</b>	<p>The responsibilities outlined are not intended to totally encompass or define all tasks that may be required of the post-holder.</p> <p>(a) the provision of legal advice generally on behalf of the shared legal service for West Oxfordshire, Cotswold and Forest of Dean District Councils, including to all Council Officers and Members and providing advice on probity and lawfulness issues relating to decisions by or conduct of the Councils.</p> <p>(b) generally undertaking legal casework with limited supervision generated by the Councils including:</p> <ul style="list-style-type: none"> <li>(i) Advising Officers on the exercise of the powers allocated to them and to draft Notices, Orders and Agreements as appropriate.</li> <li>(ii) To be the main contact and responsible for the provision of legal advice and representation on enforcement matters for the Councils, including the conduct of criminal and civil proceedings in the Magistrates' Court, Crown Court and the County Court.</li> <li>(iii) To undertake drafting of proceedings and other documents in the criminal and civil courts.</li> <li>(iv) To provide corporate advice on matters affecting local government.</li> <li>(v) Compilation and review of Reports to Council and Committees, and attend Committees to provide advice as required.</li> <li>(vi) To prepare Criminal proceedings and to act as the Council's advocate in Magistrates' Courts and hearings before other bodies and where necessary, to instruct Counsel to appear on behalf of the Councils in</li> </ul>

	<p>the Higher Courts.</p> <p>(vii) Acting on initiative to provide creative and innovative solutions to legal problems to officers in order to meet the objectives of the Council.</p> <p>(viii) The compilation of legal reports, legal research and advice as required. Identifying the potential impact of new legislation or case decisions and advising on the impact and the appropriate policy /strategy/best practice to be adopted by the Council.</p> <p>(ix) Where specialist assistance is required, to instruct outside agencies and consultants to act on the Councils' behalf.</p> <p>(x) Supervise, mentor and provide training to junior staff as required</p>
<b>Essential Requirements – Knowledge, Qualifications, Skills, Abilities and Experience:</b>	<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>Fully qualified Solicitor with current practicing certificate, Counsel or Chartered Legal Executive with current practicing certificate.</li> <li>Evidence of and commitment to Continuous Professional Development.</li> </ul> <p><b>Experience</b></p> <ul style="list-style-type: none"> <li>At least 3-5 years' experience as a criminal prosecutor including advocacy.</li> <li>Experience of time management and task prioritisation to meet inflexible deadlines.</li> <li>Experience of working as a member of a team to produce high quality work.</li> </ul> <p><b>Skills</b></p> <ul style="list-style-type: none"> <li>Good interpersonal and negotiating skills with the ability to develop and sustain relationships with a variety of people both within and external to the Council;</li> <li>A commitment to the Council's equal opportunities policy.</li> <li>Excellent presentation and communication skills, written and verbal and the ability to adapt style to appeal to different audiences.</li> <li>Ability to work promptly under pressure, using initiative and adopting a proactive approach</li> <li>Ability to communicate effectively and clearly, having an extremely high standard of written work and good verbal communication skills.</li> <li>Good level of IT skills - MS Office</li> <li>Is customer focussed, responsive, and co-operative with customers</li> <li>Is proactive/self-motivated</li> <li>Prioritises and meets tight deadlines</li> <li>Is flexible</li> <li>Works together with employees, colleagues and customers to resolve problems and implement change initiatives</li> </ul> <p><b>Other</b></p> <ul style="list-style-type: none"> <li>Ability to maintain confidentiality in accordance with Data Protection</li> </ul>
<b>Desirable Requirements Qualifications, Skills and Abilities:</b>	<ul style="list-style-type: none"> <li>Experience of Local Government Procedures and legal practice.</li> <li>The ability to assist in the development of corporate and departmental policies.</li> </ul>
<b>General Accountabilities:</b>	<ul style="list-style-type: none"> <li>The post holder is responsible for maintaining a safe work environment and ensuring as far as reasonably practicable that safe working practices are adopted by employees within this work environment.</li> <li>Work in compliance with the Codes of Conduct, Regulations and policies of the Council.</li> </ul>

	<ul style="list-style-type: none"> <li>• To support the response to a major incident, including taking up a designated role within the emergency management framework.</li> <li>• To support the Chief Executive/Returning Officer in administering election responsibilities.</li> </ul>		
<b>Special Conditions:</b>	<ul style="list-style-type: none"> <li>• You will be expected to work reasonable additional hours in line with the needs of the service.</li> <li>• This role will be base at the Woodgreen Offices of West Oxfordshire District Council, however, there will be a requirement for occasional travel to the offices of Cotswold District Council and Forest of Dean District Council.</li> <li>• Full UK Driving Licence.</li> <li>• Ability to travel / access to a vehicle for work purposes.</li> </ul>		
<b>Date Reviewed:</b>	08/05/2025	<b>Reviewed By:</b>	Helen Blundell, Interim Head of Legal Service
<b>Checked by HRBP</b>		<b>Date of Issue:</b>	