

HORSHAM DISTRICT COUNCIL - LAWYERS CAREER GRADING

	Lawyer	Senior Lawyer		Principal Lawyers (Team Leaders)	
Pay Scale	G7	G8	G9	G9	G10
Line Manager	To Principal Lawyer (Team Leader)	To Principal Lawyer (Team Leader)		To Head of Legal & Democratic Services	
Qualifications, Experience & Requirements	<p>Qualified as Solicitor, Barrister or Fellow of the Chartered Institute of Legal Executives or equivalent.</p> <p>Provide an efficient, effective, and economic legal service to the Council in accordance with the relevant Job Profile.</p>	<p>As Lawyer, but also with:</p> <p>Considerable and relevant post qualification experience.</p> <p>Specialised knowledge and expertise in a particular area of law.</p> <p>Demonstrable, consistent, and high-quality performance.</p> <p>Proven ability to supervise the work of Legal Assistants and other non-Lawyer staff.</p> <p>To represent as necessary, the Head of Legal & Democratic Services at any Council Meeting, Committee, Sub Committee, working group etc</p>	<p>As Senior Lawyer G8 but also with:</p> <p>Responsible for particularly high profile and complex legal work.</p> <p>Involvement in policy formulation in service departments at a strategic level.</p> <p>Working with Members or non-legal corporate tasks.</p> <p>Proven ability to supervise the work of other Lawyers.</p> <p>Responsible for contributing to the relevant Team and Department's objectives and targets.</p>	<p>As Senior Lawyer G9 but also with:</p> <p>Responsible for day-to-day management of team, supervising their work and carrying out 1-2-1's and appraisals for team members.</p> <p>Ability to motivate and develop staff within their team.</p> <p>Planning and formulating clear strategic aims and objectives for the relevant team.</p> <p>Proven ability to liaise, assist and advise Head of Legal & Democratic Services, Chief Officers, and Senior Members.</p> <p>Pro-active approach to case management system development.</p>	<p>As Principal Lawyer G10 but also with:</p> <p>Provision of a demonstrable quality and best value service for relevant work areas of their team and in accordance with any agreed quality manual and key performance indicators.</p> <p>Involvement with the management of the Department as a whole including performance, quality, case management, accounts and cost comparisons with public/private sectors.</p> <p>As agreed, and as necessary to be the Deputy Monitoring Officer</p>

			<p>Deputise for Principal Lawyers / Team Leaders</p>	<p>To represent as necessary, the Head of Legal & Democratic Services at any other Council Meeting, Committee, Sub Committee, working group etc. that may not relate directly to the specialised area of work.</p> <p>Deputise for other Principal Lawyers, Legal Services Business Manager and Head of Legal and Democratic Services.</p>	
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