

JOB SUMMARY

Post Title	Lawyer – Crime – Civil Litigation						
Job Family	Business support	Pay Range	12	Line Manager to others?	No	Role profile ref	BS12
Service Area	Litigation & Property Team						
Line Manager	Principal Lawyer, Litigation & Property Team						
Location	Legal Services, County Hall, Newport, Isle of Wight						

<p>Job Purpose 1-2 sentences</p> <p>To undertake on behalf of the Council such advice and representation relating to Litigation within the Litigation Team and such other legal matters as may be allocated by the Principal Lawyer covering the wide range of work undertaken by the Litigation Team.</p>
<p>Job Context (key outputs of team / role to provide some specific examples of role profile accountabilities) 6-8 bullet points max</p> <ol style="list-style-type: none"> 1. To develop and maintain a generic skill set that allows the Isle of Wight Council to employ your skills, abilities and experience across the Council and its formal partnerships as needed 2. Advise upon all aspects of the criminal and regulatory law work including attending and advocating in magistrates court and attending authority panels 3. To advise on civil litigation matters including issuing proceedings and advocating in the county court 4. To personally represent and/or assist Counsel to represent the Council (and other clients) before Tribunals and Courts. 5. To work with other team members and provide advice to the Officers and teams across the Council's Directorates. 6. To achieve and maintain good working relationships with internal and external clients and other staff 7. To proactively implement such quality assurance and other systems as may apply to Legal Services specifically and more widely, the Council. 8. To advise on reports and governance arrangements and attend at such committees/meetings as required by the Principal Lawyer and to carry out such duties commensurate with the post as the Principal Lawyer or Head of Legal Services may reasonably require. 9. To participate in special projects or working groups assigned to him/her.

Knowledge, Skills and Experience			
Role Profile requirements.	Job specific examples. (if left blank refer to left hand column)	Essential	Desirable
Significant and substantial relevant experience of working in the service area / profession, with evidence of appropriate specialist knowledge of relevant systems, policies, regulations, professional guidelines and legislation.		x	
Authoritative knowledge of relevant policy, work practices, professional guidelines, legislation and a good understanding of emerging developments within the specialist area.		x	

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Proven initiative and judgement to research, identify and resolve problems.		x	
Excellent interpersonal, persuasion, influencing and negotiating skills.	Able to clearly advise officers and members of the authority on property related matters	x	
Proven ability to cope with conflicting and changing demands through good time management and the ability to work under pressure.	Able to manage own case load and provide informal supervision to junior officers	x	
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Qualifications			
Role Profile requirements.	Job specific examples. (if left blank refer to left hand column)	Essential	Desirable
Relevant professional / vocational qualification.	Chartered Legal Executive, Barrister or Solicitor	X	
Professional registration may be required.		X	
Other Requirements			

Organisation Structure (optional)