

Job Description

Job Role: Litigation Lawyer 1

Service: Legal Services

Main purpose of the role

We are looking to recruit a lawyer to join our Litigation team. You will be joining a small team of lawyers dealing with a variety of matters, primarily dealing with civil and employment matters including but not limited to possession claims, debt recovery, data breach, human rights, Housing Act appeals and queries and Employment Tribunal claims and employment advice whilst working closely with the Council's departments in order to proactively co-ordinate, problem solve and manage a large number of instructions.

Role Structure	Role Details
Directorate:	Corporate Services
Grade:	HC9/10
Location:	Plough Lane / Remote
Responsible to:	Head of Law – Planning and Litigation

Key Duties and Responsibilities	Frequency of Task
Ability to deliver high quality legal advice to officers and members, draft documents and legal agreements	•
Participate in project teams to ensure achievement of Council objectives and provide legal advice to the relevant service	•
Identify, research and anticipate the effects on service provision of new developments in the law to ensure that clients are able to adopt best practice in the delivery of timely and responsive services	•
Carry a caseload of varied legal work, with appropriate supervision where necessary and be responsible for completing all aspects of the task in accordance with good legal practice and client service specification	•
To manage the relationship with external legal advisors appointed in connection with provision of legal advice related to Herefordshire Council	•



Key Duties and Responsibilities	Frequency of Task
To instruct Counsel when appropriate or advised and to assist Counsel as required	•
To undertake a range of specific tasks as directed by the appropriate Senior Lawyer / Head of Law / Legal under appropriate supervision	•
To actively contribute towards the continual improvement of the service and make effective use of case management systems.	•
To attend and advise the Cabinet and any committees, sub-committees, panels or other meetings whatsoever as may be directed (including those held in the evening), drafting / advising on reports to members and such bodies and attending meetings.	•
Support junior legal colleagues in their work and role modelling the quality of legal work required.	•
Work with appropriate supervision on more complex or difficult projects and policies in the specialist areas	•
Develop productive, flexible and collaborative working relationships with client directorate officers, other cross cutting/corporate officers and legal service colleagues.	•
The post holder will be required to comply with the organisation's policies and procedures, and to undertake all mandatory training as required. All employees must be able to commit to Herefordshire Council's equality policy and values, treating colleagues and customers with dignity and respect. All forms of bullying and harassment, and the use of inappropriate language, are unacceptable.	•



Person Specification

Requirements	Essential or Desirable	Identified by A – Application I – Interview
Qualifications and Training		
Barrister / Solicitor / CiLEX	Essential	A
Experience & Knowledge		
Civil Law	Essential	A, I
Employment Law	Desirable	A, I
Licensing	Desirable	A, I
Criminal and Regulatory	Desirable	A, I
Local Authority Governance	Desirable	A, I
Skills and Abilities		
Ability to hold varied caseload and work with appropriate supervision	Essential	A, I
Excellent Communication Skills	Essential	A, I
Work well as part of a team	Essential	A, I

All council staff have a duty to promote the welfare of children, young people, and adults with care and support needs at risk of abuse and neglect who cannot take steps to protect themselves. Ensuring you attend mandated safeguarding children and safeguarding adults training to enable you to recognise the concerning behavior, know how to talk about it, and consent/duty to share information effectively. You will also learn about the legalities and procedures the social care staff can take.

Our Values and Behaviours

The council's THRIVE core values are our guiding principles and beliefs that shape our culture and behaviour within the council. They help us to achieve our Council Plan vision "do our best for Herefordshire" acting as our DNA and the "way that we do things around here". We expect all colleagues to act as a role model by living our values and setting an example for others. Our values strive to promote a thriving workforce by fostering a culture of trust, being honest and responsible, inclusive, valuing people and resources and leading with empathy.

Trust - Developing and maintaining relationships based on a culture of transparency and open communication. Supported by integrity and the confidence that you are reliable and fulfil commitments.

Honesty - Demonstrating truthfulness, integrity, and transparency in all communications, decisions, and relationships. Being trustworthy, reliable, and accountable for your actions. Acting with sincerity and fairness, even in challenging situations.

Responsibility - Taking ownership of individual and collective actions, decisions, and delivering on commitments. Being reliable, fulfilling obligations and being accountable for outcomes and results. Proactively contributing to the achievement of your own, the team and council goals.

Inclusivity - Embracing diversity, equity and inclusion by recognising and valuing the unique perspectives, backgrounds and experiences of our staff, customers and residents. Creating an environment where every individual is valued, respected and can belong.

Value - Upholding high standards, ethics and integrity to guide our actions and decisions. Demonstrating commitment to creating and delivering value in our work by recognising and appreciating each other, our resources, processes, customers, community and environment.

Empathy - Demonstrating a genuine and caring understanding of others' feelings, perspectives, and experiences. Listening attentively, acting with compassion, supporting with respect and kindness and considering the impact of our actions on others.

