

JOB DESCRIPTION

Job Title:	Legal Officer	Grade:	8
Directorate:	Chief Executive	Service:	Legal & Governance
Post No:	LO01	Date of Issue:	September 2026
Responsible to:	Senior Lawyer		
Responsible for:	N/A		

Job Purpose

To provide high quality, timely, pragmatic and risk measured legal advice and assistance to the Council and its committees and act as an advocate in courts, tribunals and inquiries on its behalf.

Main Responsibilities

1. To have personal conduct of a full and varied caseload including advice, assistance and representation across a mix of areas of legal work undertaken by the Council and within the post holder's professional competence.
2. To assist the Service Director-Legal and Governance, Principal and Senior Lawyers with discreet aspects of more complex cases being handled by those post holders, under supervision and with appropriate training and guidance
3. To provide advice and assistance to client departments, committees and elected members on legal or procedural matters affecting the Council's functions.
4. To undertake research across a range of local government functions providing appropriate, pragmatic solutions that are legally and constitutionally compliant.
5. To prepare cases for courts/tribunals and inquiries personally, oversee preparation of pleadings and proceedings by others and, where appropriate, seek Counsel's opinion or brief Counsel and support Counsel in courts where higher rights are required.

6. To work with and assist the work of externally retained lawyers.
7. To negotiate and draft documents such as notices, licences, leases, contracts, agreements, directions and orders relating to any of the Council's functions.
8. To prepare or contribute to reports to the Council and its committees and other meetings such as working groups, meetings with partners and outside organisations advising on procedure and legal matters as required. To attend such meetings unaccompanied where appropriate or to support and assist the attendance of the same by the Service Director - Legal & Governance, Principal or Senior Lawyer.
9. To maintain up-to-date knowledge, understanding and awareness of all legislation, practices and procedures as it affects Local Government.
10. To supervise the work of administrative staff as appropriate.
11. To provide full, detailed and effective management information
12. To assist the Service Director - Legal & Governance in their role as the Information Asset Owner for all Information Assets held or managed by the Legal Team, working with the Governance & Information Team Manager to ensure that all relevant information is treated appropriately at all times in accordance with the relevant law, guidance protocols.

Special Conditions

13. To attend occasional formal meetings, including evening meetings, of the Council, Cabinet, committees or working groups.

Occasional Responsibilities

14. To undertake a role in relation to the Council's civil contingencies responsibilities as needed.

Service Responsibilities

17. To be aware of and comply with current Health and Safety Regulations and the Borough Council's Health and Safety Policy and Procedures as they relate to the duties and responsibilities of the post.
18. To be proactive in personal and professional development, updating knowledge and skills by appropriate means as agreed annually through the Council's Performance Appraisal Scheme.
19. To maintain awareness of risks and incorporate these into the formal risk management process, appropriately controlling the risks inherent in your role and reporting any risk concerns to your manager.
20. To produce any performance information required in a reliable, timely and accurate way, in accordance with the Council's Data Quality Policy.
21. To be aware of and adhere to the Council's Equal Opportunities Policy.
22. To be familiar with the obligations and requirements of the Council's information security and data protection policies and procedures as they apply to the post. To ensure that confidential and sensitive data is held securely and that personal data is obtained, processed and disclosed only in accordance with the relevant legislation, guidance and protocols.
23. To contribute to any internal and external audit programmes and be responsible for the implementation of agreed audit recommendations.
24. To be aware of and adhere to the Council's safeguarding Children and Adults To undertake any other duties as may be reasonably allocated to the post holder commensurate with the grading and responsibilities of the post. (Where necessary, reasonable adjustments will be made in accordance with the equality legislation).

Note:-

This job description is not exhaustive and provides an indication of the scope and length of the main duties and responsibilities to be undertaken by the post holder and may be subject to amendment or alteration.

The job description may be changed to meet changing circumstances and does not form part of your Contract of Employment.