

SOUTH DERBYSHIRE DISTRICT COUNCIL

JOB DESCRIPTION

DIRECTORATE:	LAW AND PEOPLE
SERVICE:	LEGAL AND DEMOCRATIC SERVICES
POST:	SENIOR LEGAL OFFICER (Contentious)
GRADE:	PO2
RESPONSIBLE TO:	LEGAL AND DEMOCRATIC SERVICES MANAGER

THIS POST IS POLITICALLY RESTRICTED

JOB SUMMARY

1. To support the delivery of an effective and efficient legal service to the Council, with responsibility for contentious local authority work.

MAIN DUTIES AND RESPONSIBILITIES

1. Receiving, organising and responding to requests for legal advice and support, verbally and in writing in all contentious matters.
2. To procure where appropriate on behalf of the Council the services of external legal advice and support and to act as expert client in seeking and receiving instruction and opinions in respect of such procurement.

SPECIFIC DUTIES:

1. Providing legal advice, assistance, and recommendations to Elected Members and all Directorates of the Council.
2. Researching, analysing, investigating and formulating legal advice to Officers and Elected Members on matters within the functions of the Council, in particular all aspects of contentious work
3. To provide advice, assistance and recommendations to Directorates of the Council who may seek Court action or other statutory enforcement action.
4. The detailed examination of evidence leading to the commencement of litigation or other legal action.
5. Recovery of debts outstanding to the Council through the County Court system, from issuing letters before action through to enforcement action. Attendance at the County Court to represent the Council when necessary.
6. Preparation of cases and drafting of documentation in relation to prosecution proceedings in the Magistrates Court. Attendance at the Magistrates Court when

necessary, particularly for prosecution proceedings where the Council is the enforcing authority and representing the Council in Appeals in the Magistrates Court.

7. Preparation of cases and drafting of documentation for possession proceedings and other tenancy related matters in the County Court under the Housing Acts 1985 and 1996. Preparation of cases and drafting of documentation in relation to Injunctions and Anti-Social Behaviour Orders. Attendance in County Court and County Court Chambers when necessary.
8. Attend meetings of the Licensing and Appeals Sub-Committee and provide advice as Legal Advisor to the Panel.
9. To be responsible for specific projects and initiatives under the direction of the Legal & Democratic Services Manager and Head of Legal and Democratic Services.
10. To prepare reports and attend, when required, Council, Committees and other meetings outside normal working hours.
11. Assisting in the development of, and providing training programmes, for Councillors and Officers where relevant.
12. To keep up to date with developments in local government and the law which are relevant to the post.
13. Research of changes in legislation, new legislation, and new working procedures and practices in order to advise departments within the Council accordingly.
14. Representing the Legal & Democratic Services Manager or Head of Legal and Democratic Services at meetings, when necessary.
15. To work outside normal office hours from time to time as the demands of the post dictate.
16. Assisting in the training of a trainee and/or assisting less experienced staff with their allocated tasks.

General

1. To support the achievement of the Council's Corporate Plan, observe Corporate Values and promote environmental sustainability.
2. Provide advice, information and attend meetings and training as required.
3. To adhere to and ensure the appropriate compliance with the Council's Health & Safety Policy.
4. To support, promote and comply with the Equality, Diversity and Inclusion actions and requirements when undertaking the duties of this post.
5. To comply with the Employee Code of Conduct and Ethics Standards.

6. To respect the sensitivity and confidentiality of any information that they may have access to regarding clients/customers in adherence with the Data Protection policies of the Council.
7. To undertake such other duties as may be prescribed from time to time by the Legal & Democratic Services Manager or Head of Legal and Democratic Services or her/his representative that is commensurate with the experience of the post holder and the grading of the post.

Prepared by Head of Legal and Democratic Services

Date June 2023