

Assurance Legal Services

Civil Litigation Lawyer Job Description and Person Specification

February 2025

Job Description

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| Job Title: | Civil Litigation Lawyer |
| Department: | Strategy |
| Function: | Assurance |
| Team: | Litigation |
| Post number: | LS0018 |
| Grade: | LBR11-LBR13 |
| Hours/weeks: <i>E.g. 36 hours/52.14 weeks</i> | 36 Hours/52.14 weeks |
| Base location: | Redbridge Town Hall |
| Reports to: <i>Job title</i> | Principal Lawyer Litigation |
| Responsible for: <i>Job titles of direct reports</i> | No line management responsibilities |
| Role purpose and role dimensions: <i>Overview of the job</i> | <ol style="list-style-type: none"> 1. To provide a comprehensive and professional legal service in all aspects of civil litigation law. 2. To serve as a key source of expertise and knowledge on in the relevant legal discipline 3. To provide legal advice and assistance at meetings of relevant committees. |
| Key external contacts: <i>Organisations</i> | Court Staff, Barristers, Witnesses Members of Parliament Government |
| Key internal contacts: <i>Job titles or groups of staff</i> | Directors Heads of Service Managers Departmental Clients and other specialist departments Members other solicitors within the team |
| Financial dimensions: <i>Budgetary responsibility & amount. Equipment, cash, property etc. for which employee is responsible.</i> | Advising the client, identifying risk and ensuring that the Council's financial processes are adhered to in respect of any money coming to or being paid by the Council. Advising on the relevant tax implications and fees where applicable or otherwise taking such professional advice in order to deliver all allocated transactions |
| Key areas for decision making: | Adhering to and complying with relevant professional body and any Council set processes at any stage other than where the client or the Council makes a decision in a case. |

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| Key accountabilities and result areas: | Key elements: |
| Advising on Legal Issues: | This will involve: To provide legal advice, guidance and practical assistance on all aspects of civil litigation including house law and debt recovery. |
| Conduct of Cases: | This will involve: Having conduct of civil cases in tribunals, the County, High and Magistrates' Court advising on evidence and procedure and the conduct of trials. To act as an advocate on behalf of the Council in civil matters in all relevant courts. To prepare briefs to Counsel and cases for the Opinion of Counsel. |
| Supervision: | This will involve: Providing general professional supervision of the conduct of litigation in the areas of legal work undertaken, and you may also be required to supervise junior members of the team with their workload where required. |
| Update and review | This will involve: providing a fast, accurate, efficient and reliable professional service on the application of new legislation, case law developments and practice changes affecting Directorates that are serviced by this team. |
| Servicing Appropriate Committees: | This will involve: <ul style="list-style-type: none"> ▪ Preparing reports for the Council's Cabinet and Committees and associated working groups. To attend appropriate Committees. ▪ Keeping abreast of changes in the law and developments affecting the team's functions and to ensure that working arrangements, procedures and practices take account of such matters. |
| Management of the Team: | This will involve: <ul style="list-style-type: none"> ▪ To deputise for the Principal Lawyer on request in respect of issues connected with the functions of this post. ▪ To assist in the operational management of the Team; in particular, management of litigation under the direction of the Principal Lawyer Litigation. ▪ To assist in the training and career development of the Team. |
| Professional Development | This will involve: keeping abreast of changes in the law and developments affecting the team's functions and to ensure that working arrangements, procedures and practices take account of such matters. |
| Flexibility | This will involve: <ul style="list-style-type: none"> ▪ Undertaking such other similar and relevant duties as may from time to time be assigned to the post. ▪ The above-mentioned duties are neither exclusive nor exhaustive. From time to time you may be required to undertake responsibilities outside the normal remit of your Job Description as required by the line manager, and are broadly within grading level and competence. |

Person Specification

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| Job Title: | Civil Litigation Lawyer | | |
| <i>Method of candidate assessment: A = Application form I = Interview T = Test. Weighting: 3 = Essential, 2 = Desirable</i> | | A - I - T | Weighting |
| Minimum education/ qualifications: | Solicitor, Barrister, FILEX or similar qualification | A | 3 |
| Minimum experience/ knowledge/ skills: | Substantial experience of civil litigation cases, preferably in a local government context, in a relevant discipline | A I | 3 |
| | Advocacy experience | I | 2 |
| | Experience in serving Committees in a Local Authority or similar organisation | I | 2 |
| | Excellent knowledge of the law and practice of civil litigation. | I | 2 |
| | Conducts a case load within their area of expertise without supervision and works independently. | I | 2 |
| | Excellent written and verbal communication skills | A I | 3 |
| Minimum behaviours: Customer service | Makes and sustains good client relationships | I | 3 |
| Communicating and influencing others | Communicates effectively both in writing and verbally with clients and others in any given role delivery situation. | A I | 3 |
| Working together | Works as part of a team, offering supervision and support to junior staff members where appropriate. | I | 2 |
| Analysis and judgement | Analyses complex legal issues, identifies risks to the Council and advises on minimising risk. | I | 2 |
| Driving improvement | Assists in the implementation, development, operation and maintenance of service level agreements. | I | 2 |
| Adaptability | Flexible approach to tasks, works under pressure and acquires new skills | I | 3 |
| Equal Opportunities | Understanding of and commitment to the Council's equal opportunities policies and ability to put into practice in the context of the post | I | 2 |