

**Assurance
Legal Services**

**Senior Civil Litigation Lawyer (Debt Recovery)
Job Description and Person Specification**

November 2025

Job Description

Job Title:	Senior Civil Litigation Lawyer
Department:	Assurance
Function:	Legal Services
Team:	
Post number:	
Grade:	LBR15
Hours/weeks: <i>E.g. 36 hours/52.14 weeks</i>	36 Hours
Base location:	London Borough of Redbridge
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 with a focus on debt recovery. 2. To serve as a key source of expertise and knowledge on in the relevant legal discipline 3. To be responsible for the provision of advocacy services at public inquiries, before tribunals, and in the civil courts in civil proceedings in relation to the area of specialism. 4. To be in charge of the conduct of the Council's legal caseload in respect of the area of specialism and related project matters, including civil litigation and debt; the conduct of appeals and inquiries, and handling cases in the Magistrates', Crown, County and High Courts. 5. To have conduct of the Council's most complex legal matters and advise at all levels of the Council together with draft, negotiate and bring the necessary documentation into effect. 6. To gather, appraise and disseminate information on proposed and new legislation, case law and developments in respect of the whole range of the Team's activities generally, and specialist area and related project law in particular. Where necessary to also report to relevant committees and clients on the practical effects on changes in the law. 7. Providing legal comments on various initiatives relevant to the service areas covered that are being presented to the Council's Executive. 8. To prepare briefs to Counsel and cases for the opinion of Counsel and attend conferences with Counsel. 9. To tackle problems requiring extensive research and a wide working knowledge of the practice of law. 10. To instruct and work constructively with external solicitors and other consultants when appropriate. 11. When required by the Principal Lawyer to assist in the other work of the Service
Key external contacts: <i>Organisations</i>	Regular contact and liaison with external solicitors, barristers, the Magistrates' Court, the County Court, witnesses, Members of Parliament and Government.

<p>Key internal contacts: <i>Job titles or groups of staff</i></p>	<p>Executive Directors, Directors, heads of service, and councillors. Officers within the relevant departments of the council and any and all other departments as needs arise.</p>
<p>Financial dimensions: <i>Budgetary responsibility & amount. Equipment, cash, property etc. for which employee is responsible.</i></p>	<p>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</p>
<p>Key areas for decision making:</p>	<p>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.</p> <p>There are potentially severe implications to the Council arising from the advice that may be provided by this post-holder on occasion both financially and reputationally. As such the post-holder should have experience in the relevant specialism and be able to advise and be able risk assess at the highest level.</p>
<p>Other considerations: <i>E.g. working patterns</i></p>	<p>This is a full-time role through Hybrid working, so that advice can be provided particularly at a high level, in person as well as in writing and sometimes within short timescales.</p> <p>The post holder is required to possess up to date knowledge of the law and practice in relevant areas of specialism and is required to be flexible in their work pattern when may be required and agreed with the Principal Lawyer.</p> <p>There may be a requirement to provide out of hours legal support.</p>

<p>Key accountabilities and result areas:</p>	<p>Key elements:</p>
<p>Advising on Legal Issues:</p>	<p>This will involve: To provide legal advice, guidance and practical assistance on all aspects of civil litigation including house law and especially debt recovery.</p>
<p>Conduct of Cases:</p>	<p>This will involve: Having conduct of civil cases in 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.</p>
<p>Supervision:</p>	<p>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.</p>
<p>Update and review</p>	<p>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.</p>

Servicing Appropriate Committees:	<p>This will involve:</p> <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. ▪ Knowledge and experience of Local Government Governance, relevant standards required of councillors and other taking part in the Council’s decision making processes.
Management of the Team:	<p>This will involve:</p> <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	<p>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.</p>
Flexibility	<p>This will involve:</p> <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

Job Title:	Senior Civil Litigation Lawyer		
<i>Method of candidate assessment: A = Application form I = Interview T = Test. Weighting: 3 = most important, 2 = least important</i>		A - I - T	Weighting
Minimum education/ qualifications:	Solicitor, Barrister CILEX qualified to conduct litigation.	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	A I	3
	Experience in serving Committees in a Local Authority or similar organisation	A I	2
	Excellent knowledge of the law and practice of civil litigation.	A I	3
	Conducts a case load within their area of expertise without supervision and works independently.	A I	3
	Excellent written and verbal communication skills	A I	3
Minimum behaviours: Customer service	Makes and sustains good client relationships	A 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.	A I	3
Analysis and judgement	Analyses complex legal issues, identifies risks to the Council and advises on minimising risk.	A I	3
Driving improvement	Assists in the implementation, development, operation and maintenance of service level agreements.	A I	2
Adaptability	Flexible approach to tasks, works under pressure and acquires new skills	A 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	A I	2
Special conditions:			
Signature of Employee:	Name:	Date:	