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| **LONDON BOROUGH OF BROMLEY**  **JOB DESCRIPTION** |
| **Title:** Principal Lawyer- Team Leader of Commercial Team **Grade:** MG4  **Department:** Legal Services **Section:** Legal  **Post No: 001623 Reports to:** Assistant Director of Legal Services |
| **MAIN PURPOSE**  To lead and manage a specialist legal team and its overall service delivery.  To provide senior level legal advice in order to contribute to the provision of an effective legal provision to the Council, members and officers, external organisations and the public.  To deputise for the Assistant Director of Legal Services |
| **SUMMARY OF RESPONSIBILITIES AND DUTIES**  1. To take overall responsibility for the performance management of the team including:   * The day-to-day supervision of the team and its output, in accordance with good legal practices and agreed service standards, * Ensuring staff have a clear understanding of key customers, their needs, agreed service standards and business priorities and, * The training and development, manpower planning and succession planning of the team, * Carry out regular 1-2-1 meetings with staff and appraisals in accordance with corporate policy.  1. To manage the overall service delivery of the team including:  * Determining client specifications and needs, * Negotiating and delivery service level agreements with clients, as directed by the Assistant Director of Legal Services and, * Ensuring service standards are delivered and that shortfalls and potential improvements are acted upon, * Managing delegated budgets and priorities in line with Council policy and practice, * Ensure the staff use electronic case management and time recording systems.  1. To lead and personally conduct complex and sensitive legal matters and projects allocated to the team. 2. To participate in inter-departmental cross-portfolio projects of a corporate nature. 3. To support Assistant Director of Legal Services in developing, managing and maintaining close working relationships with internal and external clients, members, and external organisations. 4. To assist in the overall management of legal services. 5. To contribute to the development, implementation, monitoring and review of Legal Services policies and procedures. 6. To ensure that procedures and processes are developed, maintained and delivered consistently within the area of responsibility. 7. To attend committees and meetings of officers and elected members as directed by the Assistant Director of Legal Services 8. To deputise for Assistant Director of Legal Services as and when requested. 9. To undertake any other duties commensurate with the level of the post, as required to ensure the efficient and effective running of the department. 10. To ensure staff understand the Council’s equal opportunities policies and its statutory responsibilities. 11. To promote an equal opportunities culture to ensure fairness of treatment, service to staff, customers, clients with standards of behavior based on treating individuals with dignity. |

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| **SUMMARY OF RESPONSIBILITIES AND DUTIES (continued)**   1. To use electronic time recording and case management system. 2. To give expert legal advice and carry out commercial property transactions, give advice on governance, give legal advice in relation to data protection, Freedom of information Act requests and other areas of local government law. 3. Draft and negotiate development agreements, advise on legal structures and documents as required in relation to regeneration or housing projects. 4. To support the Assistant Director of Legal Services in the implementation of strategic and corporate projects. | | |
| **CONTACTS AND RELATIONSHIPS** (customer focus, both internal and external) Heads of service, officers, relevant elected members and external stakeholders. | | |
| **MANAGEMENT AND LEADERSHIP** (finance, resources, performance management, staff supervision and service  delivery)  Team budgets, personnel, performance management of the team and its members and service delivery to clients. | | |
| **EQUALITIES**  Ensure implementation and promotion in employment and service delivery of the Council’s equal opportunities policies and statutory responsibilities. | | |
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| 1. Date drawn up   1. Given to Post holder 2. Confirmed by Line Manager 4. Evaluated | **Date**  21/11/17. Updated on 15/09/2020 | **Name**  Shupriya Iqbal |

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| **LONDON BOROUGH OF BROMLEY**  **PERSON SPECIFICATION** |
| **Title:** Principal Lawyer- Team Leader of Commercial Team **Grade:** MG4  **Department:** Legal Services **Section:** Commercial  **Post No: 001623 Reports to:** Assistant Director of Legal Services |
| **SKILLS AND ABILITIES**   * Ability to manage a multi-disciplinary team of lawyers * An ability to plan and supervise the work of others, by agreeing and setting standards and monitoring and evaluating progress and the overall outcome. * Strong interpersonal skills, good communication skills (both written and oral) and ability to build networks and effective relationships across the Council and with external parties. * Able to negotiate and agree service levels with clients and plan and manage the delivery of these. * Confidence of own ability in giving advice without reference to external counsel or solicitors. * Ability to work without supervision on complex property transactions and meet timescales * Good IT skills. * Ability to think and work flexibly. |
| **KNOWLEDGE**   * Specialist, in-depth knowledge of property law, commercial property transactions and development agreements. * Knowledge of statutory provisions and guidance relating to property transactions and regeneration projects carried out by local government. * Broad knowledge of local government law, state aid rules, data protection law, Freedom of Information Act. * Awareness of public procurement rules. * Knowledge and experience of committee work, involving members. |
| **EXPERIENCE**   * Substantial experience of dealing with commercial property transactions, property advice work and development agreements * Experience of advising on commercialism in local government and alternative delivery structures * Experience of local government desirable. * Experience of conducting high profile and complex cases. * Experience of working on regeneration projects and housing projects desirable * Experience of managing legal staff |
| **QUALIFICATIONS**  Qualified solicitor or barrister with full practicing certificate (essential). |
| **E**  **SPECIAL CONDITIONS**  Attend evening meetings. |
| **DATE DRAWN UP** 21/11/17 and updated on 15/09/2020 |