



ADUR & WORTHING
COUNCILS

Job Description & Person Specification

Authority	ADC
Directorate	Digital, Sustainability & Resources
Post Title	Assistant Lawyer Litigation & Regulatory
Post Number	tbc
Accountable to	Senior Lawyer Litigation & Regulatory (Deputy Monitoring Officer)
Key leadership relationships	Internal: Members of the Council, Chief Officers and all other appropriate Council officers and managers External: Members and Officers of other bodies, specialist agencies, contractors and consultants, partner agencies across the public, private and voluntary sectors.
Work style	This role falls fall within the Blended Working Policy
Last updated	December 2024

Job Description - Principal purpose of job (role summary)

As Assistant Lawyer/Lawyer you will support the Senior Lawyer to proactively ensure the provision of enabling, effective, accurate and timely advice to the Council, its Members and Officers, to support the Council's objectives.

To contribute to the delivery of the corporate vision and priorities of Adur and Worthing Councils and their partners.

To contribute to cross cutting corporate management projects.

Contribute towards the continuous review and development of the Legal Services Team, maximising the efficient use of resources to deliver sustained performance improvement.

To manage and control the resources and budgets within the Legal Services Section of Adur and Worthing Councils, as far as within the ability of the post holder to do so, ensuring the provision of quality, cost-effective service to clients.

Develop good working relationships with local people, local businesses, the voluntary sector, regional authorities, government and a wide range of other partners to promote the interests and manage the reputation of the Council to build a positive image of the organisation.

Your manager will empower you to apply our principles - resilience, adaptability and participation - to your working practices.

Expectations of post holder

Willingness to embrace change and ability to adapt to new ways of working
Enthusiasm for working across teams in collaboration and partnership in order to help deliver Our Plan
Act with honesty and openness, and be brave enough to contribute your ideas and get involved
Bring your passion for delivering a high quality service for our residents to your role
Engage proactively in your performance and development conversations, and embrace opportunities to learn and grow
Live how we work with each other and our customers: <ul style="list-style-type: none">• We listen• We say what we think & do what we say• We are inclusive & kind• We are ambitious• We think & act beyond ourselves and our service• We are a team
Promote the service and Councils positively at all times

Role specific Duties and responsibilities
To undertake legal business, both contentious and non-contentious, as required, and as appropriate to the ability and experience of the post holder.
To provide high-quality, innovative, practical and enabling legal advice, to Senior Officers, Members, Partners and internal client departments of the Councils.
To provide prompt and accurate legal advice to Members on the law, procedure, propriety and administrative and constitutional issues.
To represent the interests of the Councils in accordance with proper instructions received, in legal forums and by negotiation.
To ensure that the legal, statutory and governance provisions affecting the activities of the Councils are interpreted with a view to being enabling, as far as possible, whilst being adhered to and complied with.
To advise Members and client departments on current issues such as the impact of legislation and codes of practice. To draft, prepare and comment on committee reports, policy documents and other briefing papers.
To be responsible for ensuring activities of drafting, processing, completing and serving, as appropriate, contracts, agreements, notices, orders and the like in connection with the Council's functions, are undertaken in an accurate and timely manner.
To prepare and conduct legal proceedings on behalf of the Councils, in any Court or Tribunal, where rights of audience allow, in respect of proceedings brought by or against the Council.
To advise upon and deal with any legal work relating to planning, licensing, litigation, debt, housing, employment, information law and general local government and administrative and constitutional law, as allocated to the post holder.
To negotiate, draft and conclude legal documentation affecting the Council, achieving the best outcome for the Councils, whilst meeting corporate objectives.
To instruct external legal providers, as and when agreed.
To ensure that all work produced is accurate, high quality, reflective of best practice, is of an appropriate professional standard, and produced in a timely manner.
Arranging and participating in the training of Councillors and Officers, including professional colleagues, in respect of key changes in legislation and legal developments; helping to ensure the effective implementation of any necessary procedural changes for the Council.
To contribute to the development of modern, efficient and well-organised systems of work across the Legal Services Section, including the maintenance of any formal standards accredited by external bodies.
To comply with all professional duties and responsibilities as a Solicitor/Barrister/Chartered Legal Executive, including all professional codes of conduct as issued by the relevant professional body.
Actively participate in Council audits and investigations. Identify and evaluate risk as appropriate and provide advice on mitigating risks and minimising exposure to risk. Include matters on the

Legal Services Risk Register as appropriate. Refer matters to the Head of Legal Services for the Councils' Auditors or Corporate Risk Register.
To supervise colleagues in Legal Services, including Trainee Solicitors, Paralegals, Work Experience Students, as allocated from time to time.
Committee attendance as required.
To be commercially and creatively minded with continual consideration to the balance of corporate objectives with budgetary and economic constraints. To aim to achieve objectives in the most economical, cost-effective way, seizing opportunities for income generation where appropriate.
Carry out such duties and responsibilities delegated to the post under the Councils' Scheme of Delegations; arrange for further delegation to other Officers as appropriate
Undertake all duties in accordance with Council policies, the Code of Conduct for Officers, and in particular policies relating to Customer Care and Equal Opportunities.
To represent your core service as a Business Partner and attend meetings as requested from time to time.
Undertake any duties regarding health, safety and welfare at work, civil contingencies and business continuity which may reasonably be allocated to the postholder as a result of legislation, codes of practice or Council policies.

Meetings attended on a regular basis
Working Parties, Officer-Member meetings, occasional attendance at Committee meetings if required. Operational groups, working parties, Boards and partnership meetings, both internal and external, relevant to the Legal Section or corporate and cross cutting issues.

As the post holder, you will be required to undertake such other duties as may be required within your grade and competence, and therefore the list of duties in this job description should not be regarded as exclusive or exhaustive.

Duties will be set out in this job description but please note that the Council reserves the right to update the job description, from time to time, to reflect changes in, or to, the role. The post holder will be consulted about any proposed changes. Significant permanent changes in duties and responsibilities will require agreed revisions to be made to this job description.

Adur & Worthing Councils recognise the need to ensure the welfare of children and vulnerable adults when they come into contact with services provided by the Councils. Employees, volunteers and Elected Members have regular contact with the general public during the course of their work and are in a position to observe signs which might indicate that a person is at risk of harm and abuse. If signs, which cause concern, are observed, all employees (temporary and permanent), volunteers and Elected Members have a duty to report allegations, disclosures and suspicions of abuse or neglect in line with the Councils' [Safeguarding Policy](#).

Person Specification:

The core skills and competencies below are taken from our organisational [Skills and Competencies Framework v1.0](#) and are an indication of the expectations we have of our employees. The full document will be shared with you as part of the onboarding process.

Participative	<p>Build strong relationships with people inside and outside your team and organisation to make a difference to improved outcomes for the local area.</p> <p>Engage in clear and positive written and verbal communication to help people understand what you want to achieve and how they can help.</p> <p>Value the unique strengths of people from different backgrounds to promote a culture of inclusion, equality and diversity.</p> <p>More detail can be found in the Participation Skills & Competencies.</p>
Adaptive	<p>Adopt an active interest in learning and development opportunities that will enable you to strengthen and broaden your skills.</p> <p>Experiment with new ways of working to help continuously improve how we deliver outcomes (including through the use of digital tools and platforms).</p> <p>Anticipate new challenges & opportunities to be able to adapt to change around you.</p>
Resilient	<p>Embrace a consistently positive attitude and effectively prioritise workload to support your own wellbeing.</p> <p>Cultivate a supportive environment with colleagues so people feel part of a team that looks out for each other.</p> <p>Prioritise the use of resources that help us be financially and environmentally sustainable.</p>
Leadership	<p>Be open to coaching approaches to support others in finding solutions to problems.</p> <p>Role models the principles above to inspire others to demonstrate positive behaviors.</p> <p>Develop an understanding of the political processes that guide our organisation and show commitment to the safeguarding of others.</p>

	Essential	Desirable
Qualifications	Qualified and practising Solicitor, Barrister or Legal Executive.	
Knowledge	Ability to draft legal documentation.	Knowledge of Local Government Law and practice.

	Ability and flexibility to embrace new areas of law and concepts.	
Experience	<p>Experience in at least two of the following areas of law:</p> <ul style="list-style-type: none"> (i) Local Authority Prosecutions; (ii) Freedom of Information and Data Protection; (iii) Planning; (iv) Employment Law; (v) Licensing; (vi) ASB; (vii) Housing; (viii) Debt Recovery; (ix) Environmental Law <p>Proven ability to use standard IT packages including Microsoft Office / Google Workspace.</p>	<p>Experience of Local Government Law and practice.</p> <p>Experience of using Legal Case Management System</p>
Communication	<p>Excellent communication skills, including the ability to explain complex legal issues in a readily understood manner.</p> <p>Strong negotiation skills.</p>	Good advocacy skills.
Relationship Building		Ability to show political sensitivity.
Analytical	<p>Proven ability to apply the law to complex issues;</p> <p>Proven ability to find solutions to problems.</p>	
Planning/ Organising	Proven ability to prioritise work appropriately.	
Other requirements	<p>Ability to attend evening meetings on an occasional basis if required.</p> <p>Valuing kindness and compassion in the workplace.</p> <p>Acceptance of political restriction.</p> <p>Able to travel within the Adur and Worthing Districts.</p>	

Job description & Person Specification agreed by:

Post holder (Print name):	
Signature:	
Date:	