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# Recruitment information

## Job description and person specification

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**Your title** Legal Officer (Generalist) (Non-contentious)

**DBS check** Basic

**Your team** Legal Services

**You would be based** Civic Centre, Esher (hybrid working)

**Your line manager** Principal Lawyer

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## About the role

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Focusing on contracts, procurement and information governance, you will be assisting the Head of Legal & Governance, Principal Lawyer and other staff in the Legal Team in delivering an effective legal service to the corporate client.

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## The main purpose of the role:

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To assist the Head of Legal and Governance, Principal and other staff in the Legal Team in delivering an effective legal service to the corporate client.

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## Specific duties and responsibilities

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1. Provide legal advice and services (under such supervision as required for the level of qualification) in the Council's contract, procurement and information governance, matters. As required, providing advice in relation to housing, licensing and other miscellaneous matters.
2. Working as part of a busy and friendly in-house legal team, engaging with and covering for colleagues as necessary and contributing to the achievement of Service Delivery Plan objectives.
3. To manage own caseload effectively, doing so under the supervision of the Principal Lawyer, ensuring that files are kept in accordance with corporate and professional standards.
4. Provide advice in relation to risks to the Council in respect of any legal implications arising from the matters you are dealing with within the team and organisation.
5. Provide advice, draft, review, update and approve documents in relation to all forms of contracts, notices and other matters.
6. Provide advice on matters concerning Information Governance and the Council's obligations arising from the Freedom of Information Act 2000 and Data Protection Act 2018.
7. Prepare or assist in the preparation of reports relevant to practice areas as may be required from time to time for Council committees, sub-committees and working groups of officers and/or members.
8. Carry out such tasks and discharge such responsibilities as may from time to time be allocated by the Principal Lawyer or the Head of Legal & Governance.
9. Attend committee and sub-committee meetings as and when necessary to provide legal advice.

10. Undertake legal research as necessary on wide ranging subject matters.
11. To collate and prepare evidence for presentation before a Court or other Tribunal, discussing matters as necessary with officers from client departments and/or other persons as circumstances require.
12. To represent the Head of Legal & Governance Services in the Courts or other Tribunals, as appropriate.

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## **What's missing?**

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Our job descriptions cover as much of the role as we can possibly get down in writing, but issues will arise, and we hope and expect that you will understand that and take on-board other tasks from time-to-time, in keeping with your role of course.

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## **Your conduct**

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We expect the highest standards of conduct from our employees and, at all times, you must carry out your duties with integrity and in accordance with the Code of Conduct for employees.

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## **Equal opportunities**

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We have a strong commitment to achieving equality of opportunity and expect all employees to implement and promote our policy in their own work.

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## **Health and safety**

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We are committed to a healthy and safe working environment and expect all employees to implement and promote its policy in all aspects of their work.

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## **Personal and sensitive data**

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You will have regard for the duty of care owed to personal data and sensitive personal data and any other confidential or sensitive information which you access in the course of your employment ensuring adherence to the Data Protection Act and the Council's Information Security Policy and related guidance.

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## **Talent development**

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We have a talent development programme that includes regular one-to-ones, mid-year reviews, end of year performance reviews and a strong and varied learning and development programme.

You will be expected to get involved in this talent programme to ensure you are performing at the highest level.

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## **Confidentiality**

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We are committed to maintaining the privacy of all staff and customers. We expect all staff to handle all individuals' personal information in a sensitive and professional manner. All staff are under an obligation not to gain access or attempt to gain access to information they are not authorised to have.

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## Person specification

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**Please read the details on this form carefully before you complete your Application Form. This form lists the essential requirements needed in order to do the job.**

Your written application will be considered in relation to the essential knowledge, skills, abilities, education and experience required for the job and candidates will therefore be selected for interview on this basis.

Elmbridge Borough Council is committed to providing the best possible services and ensuring they are accessible to all who need them irrespective of race, colour, ethnic or national origin, religious or political belief, Trade Union activity, age, disability, being male or female, married or unmarried, sexuality.

### **What you need to tell us on your application form:**

- You will need to tell us throughout your application form and at interview how you can contribute to providing good quality services for all.
- For each of the requirements listed overleaf, you will need to explain how your skills, abilities, knowledge, education and experience make you suitable for this post.
- These may have been gained through previous employment, voluntary/community work, spare time activities, home responsibilities, training or languages spoken.
- You should also include anything else relevant to the job which you think we should know about.

We regret that we can only consider applicants who are already eligible to work in the United Kingdom.

**Insert title: Legal Officer**

**Team: Legal**

**Salary: £37,824 – £52,223**  
**(pro-rata for part-time worker)**

**Hours: 36 (Full Time) /**  
**Part Time (considered)**

### **Qualifications and education**

<b>No.</b>	<b>Key requirements</b>	<b>Desirable/ essential</b>	<b>To be tested by: Application (A) Test (T) Interview (I)</b>
1	Chartered Legal Executive, Solicitor, Barrister, Paralegal, or equivalent	E	(A)
2	Practice Certificate, Diploma, or equivalent	E	(A)

### **Experience**

<b>No.</b>	<b>Key requirements</b>	<b>Desirable/ essential</b>	<b>To be tested by: Application (A) Test (T) Interview (I)</b>
3	Experience in the practice areas required for the post in Local Government or similar legal office	E	(A)(I)
4	Experience of working in Local Government or similar and working with Members or equivalent e.g. board members	D	(A)(I)

### **Knowledge, skills and abilities**

<b>No.</b>	<b>Key requirements</b>	<b>Desirable/ essential</b>	<b>To be tested by: Application (A) Test (T) Interview (I)</b>
5	Keeps up to date with changes in own area of expertise	E	(A)(I)
6	Applies technical/professional knowledge to provide customers (internal and external) with the required service	E	(A)(I)
7	A good understanding of modern political arrangements	D	(A)(I)
8	Proficient in either/or contracts, procurement advice, information governance or similar practice areas	E	(A)(I)
9	Understanding of local government law	D	(A)(I)

10	Develops on the job expertise to meet job requirements	E	(A)(I)
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	<b>Working with others</b>		
11	Honest and fair in dealing with others and tolerant of different working styles	E	(A)(I)
12	Contributes ideas and suggestions to improve teamwork	E	(A)(I)
13	Has a flexible attitude to team roles and shares own knowledge, experience and skills to improve team performance	E	(A)(I)
14	Willing to learn from others	E	(A)(I)

	<b>Customer Focus</b>		
15	Seeks to find solutions to customers' needs themselves but knows when to refer to line manager	E	(A)(I)
16	Maintains the reputation of the Council by adopting a professional and courteous approach	E	(A)(I)
17	Understands how own role and actions affect customers and the Council	E	(A)(I)

	<b>Communications</b>		
18	Listens effectively and asks questions where appropriate	E	(A)(I)
19	Speaks and writes clearly	E	(A)(I)
20	Communicates tactfully and sensitively	E	(A)(I)

	<b>Personal Attributes</b>		
21	Seeks opportunities to learn and develop new skills	E	(A)(I)
22	Ability to conduct research, analyse and interpret precedents according to legal requirements	E	(A)(I)
23	Uses time and resources cost effectively	E	(A)(I)
24	Responds positively to feedback	D	(A)(I)

### Special requirements

No.	Key requirements	Desirable/ essential	To be tested by: Application1 (A) Test (T) Interview (I)
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25	Access to a suitable vehicle for use at work and hold a current driving licence	E	(A)(I)
26	Able to attend evening committee and other meetings as required	E	(A)(I)