

## Legal Family

A job family is a method of defining jobs. The emphasis is on focusing on a group of similar roles rather than individual jobs. A job family considers how many levels of that type of work there are and describes the key factors that differentiate one level from the next. It can be used to provide a clear structure for defining how individuals may progress and develop, as well as providing a tool to allow managers to put the right people in the right job.

This document contains the Legal Job Family within Derbyshire County Council. Each level in this job family is differentiated by changes in accountabilities, technical knowledge and skills expected at each level. It can be used to identify and understand the work expected at each level and where individual roles fit against each level.

Each level describes expectations relating to: people management, equality and diversity, health and safety and risk management.

### **The family's key characteristics are:**

- Providing authoritative legal advice and services to the Council.
- Legal advice, representation and advocacy.
- Advising on the lawfulness of Council actions.
- Advising on the operation of the Council Constitution, Cabinet and committees and general governance.
- Deploying specialist knowledge of the legal and democratic processes.

Levels of work reflect the scale, breadth and complexity of the area or function being led or managed. Senior roles manage corporate legal and provide legal advice to Council members or services. At lower levels roles support legal services under the supervision of senior roles.

**Members of the family include:**

- Solicitors
- Legal executives
- Specialist support roles

**Job Family: Legal**

**Code: LEG14**

**Grade: 14**

**Level Purpose:**

To be responsible for identified areas of legal work by providing legal advice to departments and elected members, representing the County Council in legal proceedings, dealing with complex, sensitive, high profile matters and leading on major projects.

**Overall:**

Job holders at this level are professionally qualified lawyers with management qualification / experience in the relevant service area. They manage aspects of the legal and administrative service, contributing to the management and delivery of the service overall.

Job holders at this level are senior legal advisors and / or managers, leading the provision of legal services. This level requires the ability to select, develop and assess the suitability of ways of working. Job holders are likely to have highly developed skills in persuading, influencing, developing and motivating people and partnerships to achieve service objectives.

**People Management**

Lead, organise, develop and motivate employees within assigned function/service area specifically undertaking: management of performance, discipline and grievance, training and development requirements, absence management, recruitment and selection.

**Equality & Diversity**

Promote and role model a culture that supports the authority's Equality and Diversity policy to generate a positive environment.

**Health and Safety**

Ensure own compliance with authority's Health & Safety policy/procedures and that of any resources you have responsibility for.

**Risk Management**

Manage risk in relation to service delivery and contribute to the corporate risk management framework.

**Job Family: Legal**

**Code: LEG14**

**Grade: 14**

**Representative Accountabilities & Responsibilities:**

- Create and maintain a highly competent and participative work environment through visible leadership, promotion of professional standards, and the development of outcome focused teams that understand their contribution to the service and wider success of the authority
- Lead Legal Role on complex matter and major projects
- Provision of legal representation through the conduct of court and tribunal proceedings in respect of the most complex and sensitive cases to ensure successful outcomes
- Provide legal advice to established bodies, Cabinet, councillors and departments to ensure the lawfulness of council activity
- Monitor external spending on services to ensure that the quality of services are appropriate and that value for money is maximised, including instructing to Counsel on behalf of the County Council
- Provide training to departments and partner organisations to greater understanding of relevant area of the law
- Contribute to the overall management and service planning of the Division
- Set targets and monitor performance to: ensure training needs are identified and addressed, high quality standards are maintained, legislation/regulations and procedures are adhered to and that work is delivered on schedule to enable the business to be effective

**Job Family: Legal**

**Code: LEG14**

**Grade: 14**

**Typical Knowledge, Skills & Experience:**

- Qualified solicitor/barrister
- Substantial post qualification experience of working in a local government environment
- Extensive and comprehensive knowledge of the Council's Constitution and policies and procedures
- Extensive knowledge of the rules and regulations governing the local government process
- Excellent leadership skills to inspire, motivate and develop team members to high levels of performance
- Skilled in communicating and negotiating with the ability to influence colleagues, partners and stakeholders
- Thorough understanding of the political sensitivities and awareness of impact on relevant areas of work
- Ability to deal with confidential and highly sensitive issues
- The ability to think and act strategically in problem solving and decision making in a complex political and business environment with experience of producing long term plans which seek to satisfy the organisations strategic objectives
- Ability to plan and manage service and departmental budgets
- Ability to manage major projects and complex matters

**Job Family: Legal**

**Code: LEG13**

**Grade: 13**

**Level Purpose:**

To be responsible for identified areas of legal work by providing legal advice to departments and elected members, representing the County Council in legal proceedings and dealing with the most complex cases.

**Overall:**

Job holders at this level are senior legal advisers, managing and providing legal advice, representing the Council in legal proceedings. At this level job holders are technical experts with professional qualifications and substantial post-graduation experience. They possess conceptual understanding and a great depth of knowledge of the particular specialist area.

Roles may involve managing a team, and the job holder's professional knowledge is the key element for advising and guiding team members. Although operating within a well defined area, there will in many cases be the need to be able to influence and change the views of the colleagues with whom they interact. Job holders are also required to make improvements within their division.

**People Management**

Lead, organise, develop and motivate employees within assigned function/service area specifically undertaking: management of performance, discipline and grievance, training and development requirements, absence management, recruitment and selection.

**Equality and Diversity**

Promote and role model a culture that supports the authority's Equality and Diversity policy to generate a positive environment.

**Health and Safety**

Ensure own compliance with authority's Health & Safety policy/procedures and that of any resources you have responsibility for.

**Risk Management**

Manage risk in relation to service delivery and contribute to the corporate risk management framework.



**Job Family: Legal**

**Code: LEG13**

**Grade: 13**

**Representative Accountabilities & Responsibilities:**

- Manage and motivate a team of staff maintaining a highly competent, creative and participative culture through visibly effective leadership.
- Provision of legal representation through the conduct of legal proceedings in respect of the most complex and sensitive cases to ensure successful outcomes
- Provide legal advice to established bodies, Cabinet, Councillors and departments to ensure the lawfulness of council activity
- Monitor external spending on services to ensure that the quality of services are appropriate and that value for money is maximised, including giving instructing Counsel on behalf of the County Council
- Provide training to departments and partner organisations to greater understanding of relevant area of the law
- Contribute to the overall management and service planning of the County Secretary's Division
- Set targets and monitor performance to: ensure training needs are identified and addressed, high quality standards are maintained, legislation/regulations and procedures are adhered to and that work is delivered on schedule to enable the business to be effective

**Job Family: Legal**

**Code: LEG13**

**Grade: 13**

**Typical Knowledge, Skills & Experience:**

- Qualified solicitor or barrister with substantial experience in providing legal advice concerning sensitive and complex cases
- Detailed knowledge of the law relating to relevant aspects of local government activity and a good understanding of the functions of the Council
- Ability to manage, and develop a large team or a number of smaller teams, ensuring that all team members are valued and understand their contribution to the Service
- Ability to negotiate and influence across a range of audiences
- Ability to deal with sensitive and confidential issues
- Excellent verbal and written communication skills

**Job Family: Legal**

**Code: LEG12**

**Grade: 12**

**Level Purpose:**

To provide legal advice to departments and elected members on identified areas of legal work, including representing the County Council in legal proceedings and other legal environments and dealing with complex cases.

**Overall:**

Job holders at this level are legal advisers managing and providing legal advice and representing the Council in court. Jobs at this level are management roles, likely to involve co-ordinating services. A wide knowledge of the Council and interrelationships with other services and departments is required. Job holders are required to plan over a longer period and contribute to long term strategies. They may undertake a management role and coordinate services as well as delivering authoritative advice and guidance.

**People Management**

Lead, organise, develop and motivate employees within assigned function/service area specifically undertaking: management of performance, discipline and grievance, training and development requirements, absence management, recruitment and selection.

**Equality and Diversity**

Promote and role model a culture that supports the authority's Equality and Diversity policy to generate a positive environment.

**Health and Safety**

Ensure own compliance with authority's Health & Safety policy/procedures and that of any resources you have responsibility for.

**Risk Management**

Manage risk in relation to service delivery and contribute to the corporate risk management framework.

**Job Family: Legal**

**Code: LEG12**

**Grade: 12**

**Representative Accountabilities & Responsibilities:**

- May manage and motivate a team of staff taking responsibility for monitoring and feedback on their performance, recruitment and selection, guidance and advice and ensuring their development
- Provide legal representation and advocacy through the conduct of legal proceedings
- Provide legal advice to established bodies, Cabinet, Councillors and departments to ensure the lawfulness of council activity
- Provide training to departments and partner organisations to greater understanding of relevant area of the law
- Set targets and monitor performance in order to ensure service /project delivery
- Contribute to the effective operation and development of the section

**Job Family: Legal**

**Code: LEG12**

**Grade: 12**

**Typical Knowledge, Skills & Experience:**

- Qualified solicitor or barrister
- Knowledge of procedural and regulatory requirements relating to relevant aspects of local government activity and a good understanding of the various roles of elected members
- Where relevant, the ability to managing and motivating staff to achieve organisational objectives
- Tact and diplomacy and the ability to negotiate and influence across a range of audiences
- Ability to deal with sensitive and confidential issues
- Good time management skills with the ability to work under pressure
- Excellent verbal and written communication skills

**Job Family: Legal**

**Code: LEG11**

**Grade: 11**

**Level Purpose:**

To provide specialist technical advice to the County Council and departments on areas of activity relating to the job holder, including representation in legal proceedings and other legal environments.

**Overall:**

Job holders at this level provide legal advice; sometimes coordinating other staff. Jobs are likely to require a combination of applied and theoretical knowledge, though with an emphasis on practical applied knowledge.

Job holders are authoritative on legal and procedural issues. Forward planning could be for months ahead, though they will contribute to longer-term development. Jobs require knowledge and experience to resolve complex issues; proactively anticipate problems and recommend solutions.

**People Management**

Supervise, organise, advise and motivate a team, specifically undertaking: management of performance, discipline and grievance, training and development support, absence management.

**Equality and Diversity**

Actively support the authority's Equality and Diversity policy.

**Health and Safety**

Ensure own compliance with authority's Health & Safety policy/procedures and that of any resources you have responsibility for.

**Risk Management**

Identify opportunities and risks associated with the service and escalate/report to management.



**Job Family: Legal**

**Code: LEG11**

**Grade: 11**

**Representative Accountabilities & Responsibilities:**

- Provide legal advice to established bodies and departments to ensure the lawfulness of Council activity
- Deliver agreed work programme/activities to agreed service levels
- Develop and deliver training and information sessions for staff concerned from across departments
- Oversee and manage designated areas of work ensuring timely delivery within established service standards, including KPI's
- Monitor activity and practice to ensure consistency in operation

**Job Family: Legal**

**Code: LEG11**

**Grade: 11**

**Typical Knowledge, Skills & Experience:**

- Relevant degree/professional qualification with post qualification experience
- Ability to provide clear and consistent advice to a range of audiences
- Experience of working within identified sphere of activity
- Detailed knowledge, expertise and training in relevant area of law
- Where appropriate, ability to coordinate the work of others
- Ability to negotiate effectively to deliver desired outcomes
- Good time management skills, with the ability to work under pressure to meet required deadlines and targets
- Ability to develop and deliver effective training
- Good analytical skills, report writing and reasoning skills

**Job Family: Legal**

**Code: LEG10**

**Grade: 10**

**Level Purpose:**

To provide specialist legal advice and support to the Council.

**Overall:**

Job holders at this level provide legal advice in areas of knowledge. Job holders are likely to have relevant experience to provide specialist knowledge on legislation and procedures or will be completing professional legal training. Some forward planning is required.

**People Management**

Supervise, organise, advise and motivate a team, specifically undertaking: management of performance, discipline and grievance, training and development support, absence management.

**Equality and Diversity**

Actively support the authority's Equality and Diversity policy.

**Health and Safety**

Ensure own compliance with authority's Health & Safety policy/procedures and that of any resources you have responsibility for.

**Risk Management**

Identify opportunities and risks associated with the service and escalate/report to management.

**Job Family: Legal**

**Code: LEG10**

**Grade: 10**

**Representative Accountabilities & Responsibilities:**

- Provide legal support and expert advice
- Act as expert witness for the Council in relevant legal hearings
- Undertake legal research and report findings
- Draft legal documentation for senior staff
- Draft Committee reports
- Provide general legal support to senior colleagues
- May coordinate the work of others
- When a trainee, undertake structured professional training and development

**Job Family: Legal**

**Code: LEG10**

**Grade: 10**

**Typical Knowledge, Skills & Experience:**

- Where required relevant degree/post graduate professional qualification or substantial experience
- Ability to undertake effective research and present findings in a clear, concise format
- Good understanding of local government, including knowledge of democratic processes
- Detailed knowledge of relevant legislation
- Ability to supervise and allocate work to others, to monitor their performance
- Advocacy skills to represent the council in legal forums
- Ability to negotiate and persuade and build and maintain effective working relationships at all levels
- Good literacy and report writing skills

**Job Family: Legal**

**Code: LEG09**

**Grade: 09**

**Level Purpose:**

To assist in the provision of support for the Council's legal processes.

**Overall:**

Job holders are likely to be part-qualified professionals or experienced in legal services, undertaking investigations and drafting witness statements, providing initial advice and support to senior colleagues. Jobs at this level have an emphasis on practical applied knowledge of specialised methods and processes, dealing with day-to-day problems as referred by members of the team, judging when to involve more senior colleagues.

Job holders provide clear advice to internal and external customers, establishing and maintaining effective working relationships. A well-developed knowledge of functions of client departments and awareness of the impact of their advice on the service area. They are required to manage their work independently, usually allocating work and may be involved in co-ordinating the activities of others.

**People Management**

Allocate work and monitor the standard of team performance and ensure resolution of any issues.

**Equality and Diversity**

Actively support the authority's Equality and Diversity policy.

**Health and Safety**

Ensure own compliance with authority's Health & Safety policy/procedures and that of any resources you have responsibility for.

**Risk Management**

Identify opportunities and risks associated with the service and escalate/report to management.

**Job Family: Legal**

**Code: LEG09**

**Grade: 09**

**Representative Accountabilities & Responsibilities:**

- Give advice to departments and potential claimants on legal issues in specific area or areas
- Investigate cases, collate evidence and prepare findings
- Research information and prepare draft legal documentation
- Assist Counsel in court hearings as required

**Typical Knowledge, Skills & Experience:**

- A levels or equivalent in appropriate area together with relevant experience / or part qualified in relevant subject with some experience
- Ability to undertake effective research and present findings
- Understanding of local government and relevant legislation
- Advocacy skills to represent the council in legal forums
- Political awareness and understanding
- Good literacy skills, with ability to write clear, accurate and concise legal documents



**Job Family: Legal**

**Code: LEG08**

**Grade: 08**

**Level Purpose:**

To assist in providing support within a defined area of legal services.

**Overall:**

Job holders at this level are authoritative on procedures of some complexity and variety, with an in-depth knowledge and understanding of a particular functional area. Planning and organising is a key element: managing own time while remaining flexible and supportive to others is essential.

Jobs require a detailed understanding of relevant procedures; experience of appropriate work processes; and a full understanding of their importance to the overall work area. Persuasiveness, assertiveness and sensitivity skills are required.

**People Management**

Instruct and guide colleagues in the distribution and conduct of work in the team.

**Equality and Diversity**

Act in accordance with the authority's Equality and Diversity policy.

**Health and Safety**

Ensure own compliance with authority's Health & Safety policy/procedures and that of any resources you have responsibility for.

**Risk Management**

Contribute to risk awareness in carrying out your duties and raise issues where appropriate.

**Job Family: Legal**

**Code: LEG08**

**Grade: 08**

**Representative Accountabilities & Responsibilities:**

- Assist in providing advice to departments, partner organisations and members of the public on matters relating to specific area of concern
- Assist in Investigating cases, collating evidence and preparing findings
- Research information and prepare draft legal documentation
- Draft committee reports as required
- Attend Public Inquiries as needed to represent the council as expert witness
- Serve notices and court papers as directed
- Represent the County Secretary on relevant joint working groups

**Job Family: Legal**

**Code: LEG08**

**Grade: 08**

**Typical Knowledge, Skills & Experience:**

- GCSE at grade C or above in English and Maths with significant experience in a legal environment
- Ability to undertake effective research and present findings
- Understanding of local government practice and procedures
- Knowledge of relevant legislation
- Ability effectively to represent the council in legal forums and at other representative meetings
- Good literacy skills, with ability to write clear, accurate and concise reports

**Job Family: Legal**

**Code: LEG07**

**Grade: 07**

**Level Purpose:**

To provide a legal support service

**Overall:**

Job holders at this level will be experienced in dealing with practical legal matters. A thorough understanding of procedures for complex processes or systems is required.

Job holders plan and co-ordinate activities with minimum supervision in a well structured environment. This requires independent analysis and judgement. It may include coordinating a team of similar support roles and / or having regular contact with others, where persuasiveness, assertiveness and sensitivity to other points of view are often required to influence behaviour.

**People Management**

Allocate routine or basic work to team colleagues and co-ordinate the work tasks, under instruction.

**Equality and Diversity**

Act in accordance with the authority's Equality and Diversity policy.

**Health and Safety**

Ensure own compliance with authority's Health & Safety policy/procedures and that of any resources you have responsibility for.

**Risk Management**

Contribute to risk awareness through carrying out of duties and raise issues where appropriate.

**Job Family: Legal**

**Code: LEG07**

**Grade: 07**

**Representative Accountabilities & Responsibilities:**

- Give information to departments and members of the public on matters relating to specific area of concern
- Collate evidence and prepare findings on allocated cases
- Research information and prepare draft documentation
- Prepare draft committee reports and legal orders as required
- Attend Public Inquiries as needed to provide support
- Monitor debtor accounts and ensure accuracy of information
- Negotiate and agree settlements with debtors as delegated
- Provide administrative support in the delivery of legal services within a defined area of activity

**Job Family: Legal**

**Code: LEG07**

**Band Level: 07**

**Typical Knowledge, Skills & Experience:**

- GCSE at Grade C or above in English and Maths with experience in a legal environment
- Knowledge of relevant legislation and court/inquiry procedures
- Understanding of committee procedures and financial regulations
- Ability to undertake effective research and present findings
- Good organisational skills and attention to detail