



Job Description

Post Title:	Legal Services Manager	Grade:	Grade 13 (plus Deputy Monitoring Officer allowance)
Post No:			
Directorate:	Resources	Section:	Legal Services Team
Responsible to:	Head of Governance and Business Support	Responsible for:	Members of the Legal Team
Location:	Civic Centre, Poulton-le-Fylde		

Overall Job Purpose:

To manage and develop the Legal Services Team and also acting as the Council's Deputy Monitoring Officer.

Key Tasks & Responsibilities:

1. To be responsible for the overall organisation, direction, control and performance of the legal services team.
2. To act as the Council's deputy monitoring officer under the provisions of section 5 of the Local Government and Housing Act 1989.
3. To have oversight of governance issues across the Council.
4. To undertake a varied caseload of legal work and manage all legal work in connection with the Council's dealings in land, contracts, planning and miscellaneous agreements.
5. To manage the conduct of the Council's legal affairs, including representation at Courts, Tribunals and Public Inquiries and, where necessary, to arrange for Counsel to be instructed.
6. To arrange for the institution and defence of all civil and criminal proceedings on behalf of the Council.
7. The provision of high-quality support and advice to all Elected Members including presentation of reports and attendance at relevant meetings.
8. To keep up to date with and identify changes in the law affecting the work of the Council and to draw those to the attention of relevant officers.
9. The commissioning and management of external service providers as appropriate.

Key Task & Responsibilities cont.

10. As the Deputy Monitoring Officer, to provide support and advice to the Monitoring Officer, the Audit and Standards Committee and all Elected Members, ensuring compliance with the constitution and the law.
11. To undertake any other reasonable duties, as directed by the Chief Executive (or nominated representative) as may be required to affect the smooth running of the Council.
12. To be the Council's Senior Responsible Officer for RIPA responsible for ensuring the integrity of the RIPA policy and process is in place within the Council for the management of CHIS and Directed Surveillance

Corporate Responsibilities:

The postholder will be expected:-

- To adopt a flexible approach to changing patterns of work and undertake such other duties as are consistent with the job purpose and grade of post.
- To promote best practice in meeting the requirements of Health and Safety legislation and Council policy, and comply with other relevant statutory legislation.
- To carry out duties in accordance with the Council's policy on equality and diversity.
- To accept that everyone has a right to their distinct identity, treating everyone with dignity and respect and ensuring that what our customers tell us is valued by reporting it back into the organisation.
- To provide quality services that are what our customers want and need, giving customers the opportunity to comment or complain if they need to, working with them to identify what needs to be done to meet their needs and informing managers about what customers say in relation to the services delivered.
- To develop oneself and others making every effort to access development opportunities and contribute effectively by participating in the Council's performance management scheme.
- To be responsible for Data Quality.
- To demonstrate a high standard of probity in the use of council resources and where a nominated budget holder manage spending within available resources.

Special Conditions:

(e.g. week-end work, shift allowance, car/telephone allowance)

- The council operates a strict non-smoking policy.
- Politically restricted post in accordance with the Local Government and Housing Act 1989
- Requirement to attend meetings outside of normal office hours

This Job Description is current at the date shown below. In consultation with you it is liable to variation by management to reflect, or anticipate changes in, or to, the job.

Prepared by: Jo Billington

Date: March 2024

Post Holder Signature:

Date:

