



Job Profile

JOB TITLE:	Planning Lawyer
GRADE:	POB
POST NO:	NOT KNOWN
JOB TIER:	5 (non-management)
DBS CHECK:	Standard
GROUP:	Chief Executive's Office
SERVICE:	Legal Services

REPORTING STRUCTURE

Reports to:	Principal Lawyer
Direct Reports:	None
Indirect Reports:	None

ROLE PURPOSE:

To assist in the provision of an efficient and cost effective legal service to all relevant departments such as the Planning Team, Highways Team and Specialist Planning Team (etc.).

A. Job Description

1. People Management

- No direct supervisory responsibility however there may be a requirement to assist in the induction and training of peers and new employees.

2. Resident & Community Contribution

- To demonstrate an understanding of the Council's *Customer Care Standards* and ensure that these standards are met in order to deliver the Council vision of 'putting our residents first'.

3. Operational Service Delivery

- Conduct of cases in all Courts, Tribunals etc to appear personally on the Council's behalf in all Civil and Criminal Courts and before Tribunals, Inquiries etc.
- Instruct Counsel and other experts, as required.
- Drafting legal documents, including section 106 agreements as required by the client departments to fulfil their functions.
- To attend and advise at Committee and Sub-Committee meetings in relation to work undertaken by the Planning & Corporate Team.
- To attend and advise at meetings of working parties and officer groups as a representative of the Planning & Corporate Team.
- To give legal advice to the departments served by the Planning & Corporate Team as and when required.
- Keep clients, Members and officers informed of new legislation and case law relevant to their operations to ensure that they maintain a sound appreciation of legal requirements.
- Investigate, research and report upon matters of importance within Legal Services and to undertake projects as directed.
- To provide legal comments for reports to Cabinet Members, Cabinet and other Committees.

- To assist client departments in unravelling the implications of new legislation and case law.
- Undertake Planning Inquiries concerning refusals of planning permission by the Council;
- On own initiative to investigate, research and report upon matters of importance within the Planning & Corporate Legal Team and to undertake projects as directed.
- At all times to comply with the Legal Services Lexcel and time recording requirements.
- Keep Members informed of new legislation and case law relevant to their operations to ensure that they maintain a sound appreciation of legal requirements.
- To provide training to the Members and client departments served by the Planning & Corporate Legal Team.
- To carry out any other duties as are commensurate to the level of this post.

4. Service Planning & Development

- Maintain knowledge of the current Team Plan and understanding of own contribution in order to ensure delivery of this plan.

5. Financial & Resource Management

- To demonstrate cost-consciousness and identify any cost effective changes to own way of working.

6. Continuous Improvement

- To identify and suggest any improvements to current ways of working in order to deliver a more efficient and effective service for customers.

7. Contacts

- Primary contact will be with other officers within the Council

8. Additional Responsibilities

- Complete other reasonable tasks in order to fulfil role purpose or as instructed by management.

9. KEY PERFORMANCE INDICATORS

- Delivery of agreed PADA objectives

B. Person Specification

Planning Lawyer

This person specification will be used for recruitment to this post. It will form the basis of the application form, and candidates will be also assessed against aspects of this person specification at interview.

1. QUALIFICATIONS	ESSENTIAL ✓	DESIRABLE ✓
To have been admitted as a Solicitor or Barrister or a Legal Executive in England and Wales or Common Law jurisdiction.	✓	
2. STATUTORY or ROLE SPECIFIC REQUIREMENTS	ESSENTIAL ✓	DESIRABLE ✓
Ability to work flexibly to meet the needs of the service which will include some working outside of usual office hours, eg attendance at Planning Committee	✓	
3. EXPERIENCE	ESSENTIAL ✓	DESIRABLE ✓
Some experience of Planning, Highways and/or environmental law.	✓	
Some experience of applying law in a Public setting		✓
Some experience of Advocacy	✓	
4. KNOWLEDGE & SKILLS	ESSENTIAL ✓	DESIRABLE ✓
At POA:		
An ability to express opinions and ideas in a logical and persuasive manner with a wide use of vocabulary.	✓	
Ability to debate legal points in a logical, pragmatic and impartial way.	✓	
An understanding of Local Government law and administration.	✓	
An ability to listen in face-to-face situations and apply problem solving techniques to issues.	✓	
To present written work legibly and in language that lay persons will understand.	✓	
The ability to undertake other legal work in the Legal Services Department as and when required.	✓	
Competent user of ICT including the ability to learn and use service specific systems	✓	
To work in an apolitical manner.	✓	
Ability to work to tight deadlines.		

	✓	
An ability to demonstrate an understanding of why Equality Diversity & Inclusion is important.	✓	
Ability to represent the Council in courts and tribunals	✓	
Ability to co-ordinate and manage a substantial, often complex caseload.	✓	
Detailed knowledge of Civil and Criminal Court procedures.	✓	
A high level of interpersonal, influencing, negotiating and presentational skills, including the ability to provide training to a variety of audiences		✓
An understanding of the role of Elected Members	✓	
5. COMPETENCIES	ESSENTIAL	DESIRABLE
“Can do” positive attitude Demonstrates a commitment to changing work practices and processes, and a willingness to try new ways of working or thinking.	✓	
Takes responsibility and delivers results Adapts to changing demands to ensure that objectives are met, overcoming problems and making well considered decisions.	✓	
Team working Acts as a role model to others in the team, sharing knowledge and experience when necessary, whilst respecting and valuing the contribution other team members’ experiences can bring.	✓	
Communication Demonstrates well developed written and verbal communication skills; and the confidence to present reports and verbal accounts credibly to a variety of different audiences.	✓	
Customer Care Develops contacts and relationships with customer/ client groups, regularly reviewing service delivery and taking responsibility to ensure quality service provision.	✓	
Takes ownership of personal development Takes action to develop own and others' capability and knowledge by promoting and supporting developmental opportunities to improve performance.	✓	