



HILLINGDON

LONDON

Job Profile

(non-management level)

JOB TITLE:	Housing Litigation Lawyer
GRADE:	POB
POST NUMBER:	
JOB TIER:	5 (non-management)
DBS CHECK:	Standard
GROUP:	Corporate
SERVICE:	Legal Service

REPORTING STRUCTURE

Reports to: Principal Lawyer for Litigation and Public Protection (or as delegated)

Direct Reports: 0

Indirect Reports: 0

ROLE PURPOSE:

In the role, the Housing Litigation Lawyer will be required to (amongst other things) provide a high quality and professional service to proactively progress allocated litigation cases in accordance with all the relevant legislative and procedural requirements in a timely, efficient and cost-effective manner. The Housing Litigation Lawyer will be required to (amongst other things) providing pro-active, specialist and in-depth legal advice to client departments, colleagues, stakeholders and others (where appropriate depending on the matter). Additionally, the Housing Litigation Lawyer will be required to provide administrative support to the Litigation and Public Protection team (and/or

possibly other Legal Services' teams) to assist in supporting the day-to-day operations of Legal Services as well as the service delivery that is provided to clients and service users.

It is a requirement of the role that, amongst other things, the Housing Litigation Lawyer shall have conduct and responsibility of a range of litigation cases, albeit primarily housing matters. The Housing Litigation Lawyer shall be required to work on matters such as (but not limited to) possession proceedings, anti-social behaviour cases, homelessness challenges and appeals, disrepair claims, environmental protection and statutory nuisance matters, tenancy management and breaches, enforcement actions, and debt recovery, injunctions, and advising on legislation and policies. The Housing Litigation Lawyer will be required to have conduct of matters in court and tribunal proceedings. To this end, the Housing Litigation Lawyer will be responsible for drafting pleadings and statement of case as well as any other papers and correspondence required in the proceedings including bundling and correspondence with other parties. The Housing Litigation Lawyer will also be required to attend court and tribunal hearings and present cases at court.

The influx of work in this area is high and subsequently the Housing Litigation Lawyer's caseload will be large with various matters that will need progressing under robust deadlines. Therefore, the Housing Litigation Lawyer is required to be proactive with a 'can do' attitude and approach towards this demanding line of work and time sensitive caseload. The Housing Litigation Lawyer must carry out this line of work in an expeditious and effective manner whilst keeping good relations. Accordingly, the Housing Litigation Lawyer is required to reinforce a culture of integrity, ethical behaviour and 'putting our residents first' across the service. The Housing Litigation Lawyer may be required to prioritise and re-prioritise matters multiple times on a regular basis to meet the demand and protect the Council's interest. As such, the Housing Litigation Lawyer is required to have good organisational skills and exceptional time management to ensure that deadlines are not missed. The Housing Litigation Lawyer will have to overcome various complications and procedural hurdles and therefore it will require a strong degree of joined up working with other Council departments, as well as possibly liaising with external agencies and third parties to achieve the desired outcomes for the Council.

A. Job Description

Housing Litigation Lawyer

1. Legal (include but are not limited to):

- To be a specialist lawyer in housing law providing specialist legal advice in the area. Additionally, to provide legal support/advice/and case conduct in relation across a range of general litigation matters (including prosecution and licensing work).

- To proactively manage a large and demanding caseload to ensure that all documentation is collated to overcome the procedural complications that may be present and to comply with all legislative requirements to effectively progress cases in a timely and cost-efficient manner.
- To take conduct and responsibility of cases, as delegated and allocated, across a range of litigation matters with such case including highly complex, contentious and sensitive matters. To have conduct of cases in court and tribunal proceedings and to appear at court including advocacy and presenting a case at court and tribunals.
- To manage a high volume of litigation cases and progress them from start to completion in a manner that is to a high professional standard and compliant with the Council's procedures and policies as well as cost-effective.
- To provide specialist detailed legal advice on a range of matters (complex and sensitive) including policy, legislation, practice, governance, and procedures. Additionally, to provide training and briefings to clients, stakeholders, colleagues, and services users.
- Where necessary, or delegated, to lead on legal projects and to provide strategic input into risk management, practices, policies and decision making on complex and sensitive matters (including matters of public interest and/or documents relating to local authority governance).

2. Resident and Community Contribution

- To demonstrate an understanding of the Council's Customer Care Standards and to ensure that these standards are met in order to deliver the Council vision of 'putting our residents first'.
- To liaise with other Council departments, third parties, and other persons for the progression of cases whilst maintain an understanding to the sensitivity of this line of work and the risks that it involves and to manage such risks accordingly.
- To understand and implement awareness in relation to the objectives concerning capacity and the Council's public sector duties with regards to protected characteristics.

3. People Management

- No direct supervisory responsibility.

4. Operational Service Delivery

- Provide high quality legal support in the day-to-day operations entailed in maintaining the processes and performance of the Legal Services team.
- Gather information from other client departments, third parties, and other persons and review such information or documents to be in a position to progress cases and to comply with legislative and procedural requirements as well as to maintain integrity and compliance of the Council's public sector duties when progressing cases.
- To draft and prepare legal documentation including pleadings, claims, statement of cases and other court or tribunal documents, and to be the first point of contact with the court and client departments in this regard. To attend court (which includes advocacy) as and where required.
- Carry out all clerical and administrative duties as required, including any other duties commensurate with the general level of the post particularly in relation to any designated project work.
- To open and close files and operate all files under this project in accordance with the LEXCEL standards and practices, and to be responsible for managing deadlines or directions are complied with, and to despatch copies of all appeal and other documents (such as legal agreements), as requested, both internally and externally.
- Maintain an awareness of the Council-wide policies such as equality, data protection, customer care, and the Council's complaints procedure. To assist with any templates or procedure notes that may be drafted to further the efficient progression of such cases in the future.

5. Contacts

- Contact will be varied between, but not limited to, other client departments, external third parties, and other persons which can include residents or tenants' family members, representative bodies, politicians, and other legal representatives as well as the court and tribunals.
- Establish and maintain good professional relations with others and to develop positive working relations which could make work under this project more time efficient and cost-saving.

6. Service Improvement

- Implement continuous monitoring of cases and ensure that service delivery meets target and objectives.

- Review the data from the progression of cases to manage the implementation of improvement and propose initiative changes that could perhaps progress the cases more expeditiously and efficiently.
- To assist with drafting of any templates or procedure notes which could be used in the future to carry-out and manage the service demand in this area moving forward.

7. Financial & Resource Management

- Demonstrate a cost-consciousness and identify any cost-effective changes to own way of working. Ensure that the Council financial detriment ceases (or is mitigated), and that the Council's resources are not necessarily depleted by progressing cases in a cost, expense and resource effective manner.
- Ensure that the Council's financial interest and resources is projected in terms of costs orders or orders for damages and/or in achieve desired outcomes such as (but not limited to) obtaining possession of properties which can enhance housing stocks.

8. Additional Responsibilities

- To complete all other reasonable tasks required to fulfil the role purposes or as instructed by management.

9. Key Performance Indicators

- Delivery of PADA objectives. Other data monitoring in relation to designated cases or area of work. Time recording and case management data analysis.

B. Person Specification

Housing Litigation Lawyer

This person specification will be used for recruitment to Housing Litigation Lawyer role. 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 (list)	ESSENTIAL ✓	DESIRABLE ✓
To be an admitted (qualified) Solicitor, Barrister or Fellow of the Institute of Legal Executives and to have rights of audience in all proceedings in the County Court.	✓	
To have recent experience in advocacy at court and tribunals.		✓
To have High Rights of Audience.		✓
2. STATUTORY or ROLE SPECIFIC REQUIREMENTS (describe)	ESSENTIAL ✓	DESIRABLE ✓
Good communication skills both orally and written and ability to explain issues clearly, objectively and in a professional manner, as well as the ability to express opinions and ideas in a logical and persuasive manner.	✓	
Ability to undertake all required training.	✓	
Knowledge in relation to mental capacity and how this is relevant to court and tribunal proceedings.	✓	
Knowledge in civil litigation including housing law as well as court procedures and tribunal rules.	✓	
To carry out legal research and the ability to debate legal points in a pragmatic and impartial way.	✓	
Willingness to work and develop simultaneously.	✓	
To work in a professional manner with respect to colleagues, clients, stakeholders and other service users.	✓	
Ability to carried out joined up working with other departments or third parties.	✓	
Able to work flexibly to meet the needs of the service including varying start and finish times as required.	✓	

3. EXPERIENCE (describe)	ESSENTIAL ✓	DESIRABLE ✓
Recent experience in dealing with housing matters (including disrepair, possession, and homelessness) as well as other general civil litigation matters.	✓	
Experience in presenting cases at court.		✓
Experience in deal with court and tribunals and adhering to their rules and procedures.	✓	
Experience of working both individually and as part of a team and liaising with third parties and other departments for information.	✓	
Experience of working in a line of work where mental capacity has been a serious concern.		✓
4. KNOWLEDGE & SKILLS (list)	ESSENTIAL ✓	DESIRABLE ✓
Competent user of ICT including word, excel and email with the ability to learn new systems.	✓	
Ability to communicate effectively both in writing and on the telephone, remaining polite at all times.	✓	
Knowledge of housing law and procedures.	✓	
Ability to organise and prioritise workloads, ability to meet deadlines and provide regular reports on progress.	✓	
Ability to work quickly and maintain accuracy and attention to detail.	✓	
Ability to seek guidance and support where needed.	✓	
Sound awareness of confidentiality and GDPR.	✓	
5. COMPETENCES	ESSENTIAL	DESIRABLE
“Can do” positive attitude Committed to delivering the goals and priorities of the Council, and visibly seeks to improve the Council’s service delivery.	✓	

<p>Remains motivated, even when under pressure, to ensure that a high standard service to the customer is maintained.</p> <p>Presents options and not problems and celebrates the Council's success as well as their own.</p>		
<p>Takes responsibility and delivers results</p> <p>Seeks to achieve and exceed targets, at service, team, and personal level. Ensures that work is delivered on time and is of high quality.</p> <p>Sets a positive example in performance for others to follow. Maintains focus when dealing with a variety of tasks or priorities, seeking early guidance and support when necessary, and responding to that guidance to ensure that daily tasks are completed.</p> <p>Can work on initiative and monitors work to ensure that it is on track.</p>	✓	
<p>Team working</p> <p>Makes a positive contribution to a team by listening to others, showing consideration to colleagues, working flexibly and proactively offering support and assistance to other team members and other teams.</p> <p>Builds effective relationships and connections within and between teams, and takes opportunities to share ideas, knowledge and good practice with others.</p> <p>Capable of putting the Council's interest first, and is aware of members', partners' and stakeholders' needs and wider issues.</p>	✓	
<p>Communication</p> <p>Able to answer standard queries from the public clearly and accurately, and draft clear and concise letters and or emails or court documentation.</p> <p>Able to express self, ideas, and concepts with ease, both orally and in writing. Presents information clearly and simply.</p>	✓	

<p>Ability to listen, question (where appropriate and necessary) and provide clarity to ensure full understanding and inspire confidence.</p> <p>Adapts style to suit the needs of the audience and can deal with a wide range of people in a professional and confident manner.</p>		
<p>Customer Care</p> <p>Identifies customer needs, providing solutions to these needs that take into account the diversity of customers.</p> <p>Raises residents' satisfaction in our service, team, and the Council. Communicating consistent positive and realistic messages about the Council.</p> <p>Acts as an ambassador for the Council and recognises the importance of their role and the perception of the public.</p> <p>Recognise the need to obtain regular feedback from service users and takes such feedback to measure service delivery is adjusted (where necessary and appropriate).</p> <p>Welcoming to everyone who contacts us and being helpful, polite and courteous. Respecting each and every customer, colleague, service user, client, stakeholder, and others.</p> <p>Taking time to listen and understand and demonstrate empathy. Give clear information about service and standards and timescales.</p>	✓	
<p>Takes ownership of personal development</p> <p>Committed to reflecting on own performance, seeking and accepting constructive feedback and learning from own experiences.</p> <p>Positively contributes to the PADA process. Proactively recognises and engages in learning and development activities to improve knowledge and skills.</p> <p>Regularly reviews own performance and assesses own potential to develop. Self-aware, and admits mistakes and aims to learn from them. Gives and</p>	✓	

seeks to receive constructive feedback. Shares learning and expertise.		
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Equalities and diversity are essential throughout all of the competencies. However, when assessing an employee's recognition and work towards equalities and diversity, particular regard should be given to the "team working" and "customer care" employee competencies.