

## Job Description

<b>Post title</b>	Lawyer
<b>Grade</b>	N10
<b>Directorate</b>	Operations
<b>Team</b>	Legal
<b>Reporting to</b>	Principal Lawyer (Team Manager) [or such other manager as determined by the Assistant Director Legal and Governance]

### Job Purpose

As a Lawyer, the postholder will assist in the delivery of high-quality legal services to the North East Combined Authority.

### Duties and responsibilities

Listed below are the responsibilities this role will be primarily responsible for:

- Conduct and manage a varied caseload of legal work.
- Deliver timely, accurate legal advice to officers, members and committees.
- Prepare, negotiate and finalise legal proceedings, documentation, reports and correspondence.
- Advocate for the Authority at courts, tribunals and inquiries
- Represent the Authority in external forums and multi-agency meetings, and provide legal support to the Authority, its committees, panels, boards and working groups ensuring decisions are legally sound and ethically informed.
- Attend meetings of the Authority, its committees, panels, boards and working groups as required.
- Assist in the development and review of policies and procedures to ensure legal compliance.
- Keep up to date with relevant legislation, case law, codes of practice and policy, ensuring continuing competence.
- Support the professional development of staff through coaching and mentoring as appropriate.

- Ensure efficient use of legal resources
- Maintain secure handling of sensitive legal documents and data, ensuring compliance with legal and organisational standards to mitigate financial and reputational risks.
- Work collaboratively with colleagues across the Authority and other stakeholders to support service delivery.
- Build effective working relationships with internal clients and external partners.
- Represent the Legal team in cross directorate project work as required

## Organisational responsibilities

- **Communication**

We communicate effectively with our peers, partners and local authorities and work collaboratively to provide the best possible outcomes. Communication between teams, services and partner organisations is imperative in providing the best possible service to the region.

- **Confidentiality**

All members of staff are required to undertake that they will not divulge to anyone personal and/or confidential information to which they may have access during the course of their work.

All members of staff must be aware that they have explicit responsibility for the confidentiality and security of information received and imported in the course of work and in using organisation information assets.

- **Health, Safety and Wellbeing**

We take responsibility for health, safety and wellbeing in accordance with the North East CA Health and Safety policy and procedures.

- **Performance Management**

We promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. You will contribute to the organisation's appraisal processes to ensure continuous learning and improvement and to increase organisational performance.

All members of staff will receive appraisals and it is the responsibility of each member of staff to follow guidance on the appraisal process.

*The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by their manager.*

## Values and Behaviours

Our values and behaviours are the things that are important to us, individually and as a team. They articulate the way we want to conduct ourselves. Combined, they work together to make us who we are and we use them to anchor all that we do. The North East CA values are:

- Strive for brilliance
- One team
- Drive sustainability
- Make it happen
- Be inclusive

## Equalities and Diversity

We are committed to creating a fairer North East where everyone can thrive with aspirational jobs, new skills, and better homes. All employees are responsible for taking proactive steps to eliminate discrimination, advance equal opportunities and foster good relationships in every aspect of their work.

## Special requirements of post

- **DBS** (Amend as appropriate)

This post is not subject to a disclosure.

- **Politically restricted** (Amend as Appropriate)

This post is not designated as a politically restricted post in accordance with the requirements of Section 1(5) of the Local Government and Housing Act 1989 and by regulations made from time to time by the Secretary of State.

## Person Specification Lawyer

The following criteria will be used to shortlist at the application stage and will be further explored at the interview stage.

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Qualified and practising Solicitor or Barrister or Fellow of the Chartered Institute of Legal Executives</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience of one or more areas of law relevant to the specific post.</li> <li>Experience of managing a substantial caseload.</li> </ul>	<ul style="list-style-type: none"> <li>2 years post-qualification experience of one or more areas of law relevant to the specific post.</li> <li>Experience of (or familiarity with) working in a team-based legal environment in the public sector.</li> </ul>
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>Strong legal research and analytical skills.</li> <li>Excellent drafting and written/verbal communication skills.</li> <li>Ability to prioritise and manage multiple tasks to tight deadlines.</li> <li>Knowledge of professional standards, ethics and confidentiality requirements.</li> <li>Strong interpersonal skills with the ability to work collaboratively.</li> <li>IT literacy, including legal databases and Microsoft Office.</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of public sector/local government law</li> <li>Knowledge of using case management systems.</li> <li>Awareness of business development and client relationship management.</li> </ul>

**Personal  
Qualities**

- High level of integrity and professionalism.
- Proactive and results orientated.
- Resilient and able to work under pressure.
- Commitment to continuous professional development
- Commitment to inclusion, diversity, equality and belonging.