

Job profile

Service and job specific context statement

Directorate:	Central Services
Service:	Legal and Democratic
Post title:	Senior Lawyer - First North Law
Responsible to:	First North Law Board of Directors including NYCC ACE, AD and Head of Service
Staff managed:	None
Date of issue:	February 2022
Job family:	P&T - Professional & Technical

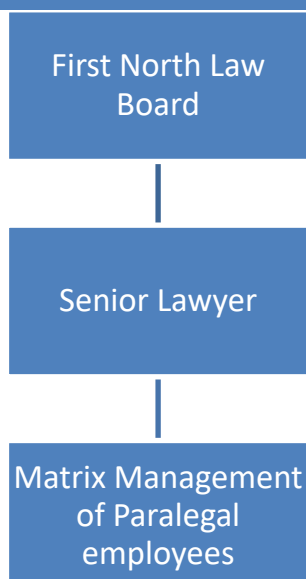
Job context

First North Law (henceforth FNL) is a company wholly owned by North Yorkshire County Council (NYCC). FNL provides a range of services to the external clients, and the role of FNL is to support NYCC by providing a comprehensive and efficient legal service to the external clients and generate a profit in doing so. The nature of the work requires a flexible and versatile approach as it will change from time to time in response to the changing needs of FNL, and its developing initiatives. The post is required to work with colleagues at every level within the organisation, with external clients and partners, and to manage the performance of staff within its responsibility. The budget of FNL is dependent on income from external sources and the post must play its part in ensuring successful income generation, and in ensuring compliance with Law Society Professional Standards, and the achievement of Lexcel accreditation.

Qualified lawyers must have a practising certificate.

DBS clearance is required.

Structure



Job Description

Job profile

Job purpose	The core focus is to assist the Board ensure the provision of a comprehensive legal service to clients including legal advice and representation: In relation to corporate and commercial areas as required under contracts/service level agreements with external clients.
Operational management	<p>Responsible for assisting the FNL Board in ensuring that FNL provides:</p> <ul style="list-style-type: none"> • A comprehensive, efficient and effective legal service to external clients, and the supervision of the corporate and commercial services sub team in providing that service. <p>A comprehensive legal service includes the following:</p> <ul style="list-style-type: none"> • Legal advice to commercial and corporate external clients . • Preparation and presentation of advices and training sessions for clients • Consideration of the merits of instructions and their financial implications, and advising on appropriate action and strategies. • Briefing Counsel and attending with Counsel as necessary. • Attending and advising at meetings and conferences including. • Drafting of and negotiation and advice upon agreements and other legal documents relating to commercial and corporate matters. • Attending meetings with the board and other organisations as required and giving legal advice as necessary • Responsibility for own caseload and working independently with minimum supervision when required. • Undertaking research and providing written or verbal advice and support to clients in respect of corporate and commercial matters • Drafting and advice on Committee reports and minutes, when directed to do so by the Board • Advise on a broad range of legal matters, including contracts, transactions, regulations, claims and litigation • Lead negotiations across broad range of commercial contracts • Supervise matters and projects undertaken by other members of the team • Support the firm with ongoing continuous improvement initiatives and business development <p>Note that the role is flexible and although the primary duties of the post are set out above it is foreseeable that the postholder will be required to work within different teams in the office as the demands of FNL dictate and postholders must demonstrate such flexibility and the ability to undertake a diversity of legal work within the overall framework of the post. The flexibility extends, if required, to assisting with urgent enquiries outside normal office hours. Every reasonable effort will be made to ensure this requirement is only exercised in cases of genuine urgency; this will usually be confined to adult and child protection issues but it could also apply to emergencies in other service areas.</p>
Communications	<p>To contribute to the development and management of FNL by:</p> <ul style="list-style-type: none"> • Participation in team and management meetings including Board meetings as required. • Attendance at training courses. • Assistance with preparation and delivery of training sessions relating to business and environmental services matters and any other relevant topics.

Job profile

	<ul style="list-style-type: none"> • Participation in staff development process. • Contribution to FNL Business Plan. • Preparation and contribution to briefing papers and newsletters prepared for clients. • Contribution to the development of FNL Practice Manual. • Assisting the Board in ensuring compliance in relation to the business and environmental services sub-team with Council policies including: <ul style="list-style-type: none"> ◆ health and safety ◆ equality and diversity
Partnership / corporate working	<p>To play an active part in ensuring that FNL provides a quality service to clients. This responsibility includes:</p> <ul style="list-style-type: none"> • Compliance with: <ul style="list-style-type: none"> ◆ Law Society Practice Management Standards and other professional requirements including the Law Society Professional Conduct Rules. ◆ FNL quality standards. • Participation in quality standard audits. • Compliance with and operation of FNL Risk Management Policy. This obligation applies to postholder's duties generally but with particular relevance to risk assessment being undertaken on each item of casework.
Resource management	<p>To assist the Board to supervise the work of the corporate and commercial department and to assist the Directors in planning the workload.</p> <p>The post is responsible for assisting the Board in performance appraisal, recruitment, development and training and induction.</p> <p>To contribute to the development and management of FNL by:</p> <ul style="list-style-type: none"> • Participation in team and management meetings including Board meetings as required. • Attendance at training courses. • Assistance with preparation and delivery of training sessions relating to corporate and commercial matters and any other relevant topics. • Participation in staff development process. • Contribution to FNL Business Plan. • Preparation and contribution to briefing papers and newsletters prepared for clients. • Contribution to the development of FNL Practice Manual. • Assisting the Board in ensuring compliance in relation to the business and environmental services sub-team with Council policies including: <ul style="list-style-type: none"> ◆ health and safety ◆ equality and diversity <p>and all other relevant policies</p>
Systems and information	<p>To assist FNL in the achievement of all e-Government policies and practices and, in particular, is required to use ICT systems including:</p> <ul style="list-style-type: none"> • FNL's time recording and time costing system. • E-mail. • Internet. • Intranet. • Legal research tools eg Butterworths. • Developing and maintaining FNL's Internetsite.
Strategic management	<ul style="list-style-type: none"> • Assist the Board in ensuring the legality of the FNLs operations. • Assist the Board with the planning and development of the work of the business and environmental services sub team in accordance with Council and Service objectives, and to achieve the most efficient and effective ways of working.

Job profile

- Contribute to the development of effective mechanisms to measure the Service's performance, and of policies and procedures necessary for the proper functioning of the business and environmental services sub team in accordance with Law Society requirements and for the securing of accreditation.
- Assist the Board in supervising the work of the business and environmental services sub team.
- Participate in corporate groups such as necessary.

Person Specification

Essential upon appointment	Desirable on appointment
Knowledge <ul style="list-style-type: none"> • Substantial knowledge corporate and commercial legal matters • Substantial knowledge of law in main subject areas of responsibility. 	<ul style="list-style-type: none"> • Familiarity with ICT systems including research tools, internet and time costing systems. • Time management skills.
Experience <ul style="list-style-type: none"> • Substantial corporate and commercial experience • Working in a corporate context. • Some supervisory experience. 	<ul style="list-style-type: none"> • Relevant Post Qualification Experience (PQE).
Occupational Skills <ul style="list-style-type: none"> • Clear, concise and logical verbal and written communication skills. • An ability to interact positively with colleagues and clients. • Good presentation and interpersonal skills. • To critically analyse diverse information presented in a variety of formats. • To make recommendations relating to decisions which involve careful analysis of legal risk. • To be able to solve difficult problems and to apply the experience proactively to avoid a recurrence. • To work productively under pressure to achieve deadlines and targets, and help others to do so, and effectively cope with conflicting, complex demands and achieve objectives despite setbacks and challenges. • Risk management • Negotiation skills. • Ability to be a team player. 	
Professional Qualifications/Training/Registrations required by law, and/or essential for the performance of the role <ul style="list-style-type: none"> • Educated to degree standard or equivalent • Solicitor or barrister or equivalent qualification 	
Other Requirements <ul style="list-style-type: none"> • Professional appearance and manner. 	<ul style="list-style-type: none"> • Flexible approach to working practices and times. • Understanding of and commitment to public sector values.

Job profile

	<ul style="list-style-type: none">• Driving licence.
Behaviours	Link

NB – Assessment criteria for recruitment will be notified separately.

Optional - Statement for recruitment purposes: You should use this information to make the best of your application by identifying some specific pieces of work you may have undertaken in any of these areas. You will be tested in some or all of the skill specific areas over the course of the selection process.