**Job Profile - Senior Lawyer- Housing**

**Job Title: Senior Lawyer- Housing**

**Job Grade: L5Z1**

**About Camden**

‘Camden is building somewhere everyone can thrive, by making our borough the best place to live, work, study and visit. Because, we’re not just home to UK’s fast-growing economy. We’re home to the most important conversations happening today. And we’re making radical social change a reality, so that nobody gets left behind. Here’s where you can help decide a better future for us all.

The Council is looking for a Senior Housing Lawyer to assist in the delivery of some of the Council’s top priorities by delivering a high-quality customer focused legal housing service. The post holder will be responsible for providing good quality advice on complex and high-profile matters to senior officers and members and for the efficient management of a specialist team.

**About the role**

1. To be for the management and supervision of a specialist Housing legal team ensuring delivery of a customer focused service.
2. To provide a comprehensive high-quality legal service on all aspects of housing law and practice
3. To work in partnership with service directorates by proactively developing effective working relationships.
4. To ensure effective communication channels and links within the team and Legal Services and with service directorates.
5. To be responsible for the team’s service delivery and in particular undertake complicated matters and cases raising new points of law.
6. To work with the Principal Lawyers to manage the team’s performance, work and relationship with the service directorates, corporate services elected members (and external clients where appropriate).
7. In co-operation with the Principal Lawyer to work collaboratively with other teams in respect of complex or routine work or projects to provide a joined up approach to client service delivery.
8. To provide legal advice to officers including chief officers and Members.
9. To undertake advocacy where appropriate.
10. To manage the performance of the team, identifying performance targets, managing outcomes and ensuring the development of individuals and the team.
11. To secure the proper and effective allocation of work and use of staff in the team in consultation with the Principal Lawyers and in accordance with the priorities determined by the Council or agreed with service or corporate directorates and ensuring professional standards are met.
12. To assist in the implementation of new information technology or systems that may be necessary for the efficient working of the team.
13. To assist in the successful implementation and introduction of quality initiatives.
14. To be responsible for leading or participating in service wide projects and/or initiatives as and when requested to do so by the Head of Law and/or Principal Lawyers.
15. To be responsible for preparing reports for and attending committees where appropriate, working parties and other meetings where legal advice is required.
16. To undertake the appraisal and formal supervision of staff within the team.
17. To actively work with the Head of Law, other Principal Lawyers and Senior Lawyers to identify opportunities to develop more joint working and efficient and cost effective ways of working within the Legal Services team and with other directorates and corporate services within the Council and external clients
18. To be responsible for carrying out other duties of a similar nature as may be required from time to time.

**Other relevant matters:**

(1) If required by the Head of Law or your manager you may be required to assume a different area of work/ move to another team.

(2) To undertake all training needed in order to fulfil the full range of tasks outlined in this job description.

(3) Ensure records are maintained and work carried out in accordance with professional good practice and any requirements to preserve confidentiality as well as adhering to relevant professional conduct rules.

(4) Endeavour to carry out the work in accordance with the principles of effective service to the client and community at large and in accordance with the Council's stated policies and objectives on equality of opportunity.

(5) Regularly review the standard of professional practice within your area of responsibility and recommend and implement methods of improving professional standards.

(6) Valuing Diversity You will be expected to play a leading role in the Council’s implementation of Equal Opportunities at work and Diversity policies.

(7) Health & Safety All employees are expected to observe the Council’s Health & Safety Policy and safety legislation whilst carrying out the specific duties and responsibilities of their post.

(8) The Council operates a no smoking policy in all of its buildings, which all employees are expected to adhere to.

(9) Data Protection Working with computerised and manual record systems, you will need to be fully aware of your responsibilities under the Data Protection Act 2018 for the security, accuracy and relevance of personal data.

**About you**

**Experience**

1. Qualified solicitor or Barrister with post qualification experience
2. Knowledge and experience of Local Government and Administrative Law and extensive knowledge and experience in all aspects of housing law.
3. Experience of advocacy.
4. Experience of preparing, drafting, negotiating and completing legal documents to achieve outcomes and providing high quality legal advice and information to clients, effectively analysing and evaluating information and instructions
5. Experience of performance management
6. Experience of advising local authority committees or equivalent. Including providing high level advice to Members and officers at a senior level.
7. Experience of working effectively as part of a team including in a multi discipline team with various stakeholders and professional advisors and maintaining good client relations.
8. Experience of handling sensitive information in adhere to data protection and confidentiality requirements

### **Skills/Aptitudes**

1. Ability to successfully manage and motivate a team.
2. Ability to introduce and maintain quality initiatives and use time recording systems
3. Ability to manage high volumes of work effectively including the ability to organise, plan and prioritise individual workload, respond quickly to urgent matters and meet deadlines.
4. Ability to communicate clearly both orally and in writing and to explain the law simply and concisely.
5. Ability to both initiate and complete major projects both within the legal service and corporately.
6. Ability to take calculated risks with customer focused outcomes
7. Ability to build and develop effective partnership working.
8. Ability to provide training on legal issues to internal and external persons or agencies.
9. Ability and commitment to contribute to the implementation of the Council’s Valuing Diversity Policy.
10. Ability to work collaboratively to develop more joint working and efficient and cost effective ways of working within the Legal Services team and with other directorates and corporate services within the Council and external clients

**Work Environment:**

This post is based in 5 Pancras Square. Travel between premises may be required to attend meetings/court.

The job holder should be prepared to work out of normal office hours as required.

Specifically in some of the specialist teams that deal with contentious issues, there may, on occasions, be contact with distressed, agitated or aggressive individuals.

**People Management Responsibilities:**

* Lawyers
* Legal Assistants
* Outdoor clerks

**Relationships:**

Relationships include the following:

* Borough Solicitor, Principal and Senior Lawyers
* Officers in client Departments and other Council Departments as appropriate
* Chief and Senior Officers within the Council
* Elected Members/Members of the Public
* Court Officers/Officials
* Private Lawyers/third parties
* Counsel
* Other Local Authorities/government departments
* Professional and technical bodies

The job holder is required to make decisions on their work load and conflicting priorities that may arise in providing legal advice and working on cases

**Over to you**

We’re ready to welcome your ideas, your views, and your rebellious spirit. Help us redefine how we’re supporting people, and we’ll redefine what a career can be. If that sounds good to you, we’d love to talk

**Is this role Politically Restricted?**

Some posts at Camden are politically restricted, which means individuals holding these posts cannot have active political role. For a list of all politically restricted roles at Camden [click here](http://camdocs.camden.gov.uk/HPRMWebDrawer/Record/8081811/file/document?inline).

**Diversity & Inclusion**

At Camden, we value and celebrate difference and encourage diversity in all respects. Our diverse workforce ensures we represent our communities to the best of our ability and enables us to make better decisions. Because of this, we particularly welcome applications from Black, Asian and those of other non-white ethnicities, those who identify as LGBT+, neurodiverse and disabled people.

**Agile working**

At Camden we view work as an activity, not a place. We focus on performance, not presenteeism. We create trusting relationships, we embrace innovation rather than bureaucracy and we value people. Collaboration is the Camden way, silo working isn’t.

At Camden we are proud to be one of Hire Me My Way’s inaugural campaign supporters. Hire Me My Way is a national campaign led by Timewise, designed to increase the volume of good quality jobs that can be worked flexibly in the UK (www.HireMeMyWay.org.uk). Hire Me My Way aims to treble the number of available good quality flexible jobs to 1 million by 2020.

**Asking for Adjustments**

Camden is committed to making our recruitment practices barrier-free and as accessible as possible for everyone. This includes making adjustments or changes for disabled people, neurodiverse people or people with long-term health conditions. If you would like us to do anything differently during the application, interview or assessment process, including providing information in an alternative format, please contact us on 020 7974 6655, at resourcing@camden.gov.uk or post to 5 Pancras Square, London, N1C 4AG,