



JOB DESCRIPTION

Job title	Principal Lawyer (Planning, Highways and Licensing)
Directorate	Resources
Service	Legal Services
Team	Planning, Highways and Licensing
Grade	J

DBS Check Required	No
Justification for DBS	N/A
Politically Restricted	Yes

Reporting to:	Director of Law and Monitoring Officer
Employees directly supervised (if applicable):	Team of around ten, including Senior Solicitors, Solicitors, Legal Officers and Paralegals. Currently all direct reports, however, this may change in the future.

Organisational structure chart *(job titles only, no employee names)*



1. JOB PURPOSE:

Corporate Purpose of the Role

- As a member of the Council's senior management team, contribute proactively to the collective leadership for the Council, working collaboratively with Members, services across the Council, partners and stakeholders to deliver the Council's objectives and priorities.
- Lead by example in modelling and embedding the Council's values and behaviours to help build a sustainable and highly effective organisation with residents at the heart of decision making.
- Provide outstanding leadership and direction to the service, driving service transformation and ensuring excellent joint working with Members and other stakeholders.

Specific Purpose

- To participate fully in the leadership and management of the Legal Service through membership of the Legal Management Team and specifically to effectively lead and manage a team of Senior Solicitors, Solicitors, Legal Officers and Paralegals so as to ensure the efficient provision of legal services to the Council and, as required and agreed from time to time, other approved partner bodies, including other local authorities by way of shared working arrangements under the Local Government Act 1972.
- To deal with complex and/or sensitive matters within the Council's different services, provide legal, procedural and governance advice, assistance on matters of policy and strategy and attend and give advice at officer and/or elected member meetings as and when required.
- To represent and act as substitute for the Director of Law at Council, officer and member meetings as and when required.
- To act for any other local authority by way of shared working arrangements under the Local Government Act 1972 as and when required.

Job Purpose

- To lead a team which provides the expert professional and technical legal advice on planning, licensing and highways matters to Council Officers and Members to enable the delivery of the Council's Council Plan and Council objectives and priorities;
- To provide specialist legal and procedural advice to Council Officers and Members relating to planning, licensing and highways and other areas of local government to include public and administrative law;
- To be an effective leader and member of the Legal Service Management Team.

2. DESCRIPTION OF DUTIES:

- To be a skilled, enthusiastic England and Wales qualified lawyer with management experience to lead a team of planning, highways and licensing lawyers, and any other lawyers reasonably determined by the Director of Law and Monitoring Officer from time to time.
- To participate in meetings of the Legal Management Team and to undertake such tasks in relation to the leadership and management of the Service as may be required.
- To represent the Director of Law and Monitoring Officer on corporate working groups across the Councils and with outside organisations, as required.
- To manage and provide the efficient and cost-effective delivery of legal services in the planning, highways and licensing team, or other areas of law reasonably determined by the Director of Law and Monitoring Officer from time to time, within a culture of customer focus, continuous improvement, service excellence and employee development.
- To monitor staff and other resources against budgeted targets to ensure that the service remains financially viable and compliant with budget targets throughout each year
- To be responsible for developing and leading the team to become a centre of excellence and enable the team where possible to work for other public sector clients.
- To deal with all planning, highways and licensing related matters for both councils including all complex related matters and supporting or leading on planning, highways and licensing projects. To be flexible around areas of work responsibility to meet changes in service demands or creation of new positions within the team, including taking on responsibility for any additional or changed areas of law, as reasonably determined by the Director of Law and Monitoring Officer from time to time.
- To report to, liaise with and assist the Director of Law and Monitoring Officer as necessary. The post holder will be an adviser to Committee, Executive Members, the Chief Executive, Executive Directors and Heads of Service as required.
- To research, advise upon and draft reports on a wide range of sensitive/complex issues affecting the Council, ensuring that all relevant legal considerations are before Members when policies are determined.
- To undertake any of the responsibilities within this Job Description for any other Council or other body which the authority has agreed to provide such services to.
- To have a commercial outlook and look for innovative and collaborative ways to deliver a client focused service which adds value for our clients.

- To undertake such other duties as may be required from time to time as directed by either the Director of Law and Monitoring Officer.
- The duties and responsibilities outlined in this job profile are indicative of the role, however they are not exhaustive and may be subject to change. In addition, you will be required to undertake other reasonable duties as directed by your manager.

SELECTION CRITERIA/PERSON SPECIFICATION

Conditions to Note:

The person specification outlines the essential requirements the post holder or applicant must meet in order to fulfil the role and the duties outlined.

Candidates

When completing your application form, please address your answers directly to each of the selection criteria below. This enables the panel to assess your ability to meet each criterion. It is essential that you give at least one example of your ability to meet each of the four Values and Behaviours: Putting Communities First, Respect, Integrity and Working Together.

Recruiting Managers

The following values and behaviours are essential criteria in each post and must be addressed directly by candidates. The Guidance Notes on values and behaviours for managers give example questions to probe candidates in the interview and application stages of the recruitment process.

Resilience:

We encourage staff to assist the council during a significant emergency response which will focus on meeting the needs of residents. This may necessitate staff involvement, and in exceptional circumstances, could involve redeployment to support the emergency response.

Informed by our learning from the Grenfell tragedy, senior managers (Head of Service and higher) are expected to play an active coordination and leadership role in the Council's broader emergency response efforts during major or serious incidents. This includes arranging urgent resources from their own services and rallying staff teams to help residents during their time in need.

Values & Behaviours

The Royal Borough of Kensington and Chelsea has identified four key behaviours and values that should be demonstrated by all council employees. Successful candidates will show the ability to meet these behaviours.

A	Equal Opportunities Demonstrate an understanding of and commitment to Council policies in relation to Equal Opportunity, Customer Care and service delivery, and the ability to implement these policies in the workplace.
B	Qualifications/Training/Certificates • Qualified Solicitor or Barrister entitled to practice in England and Wales
C	• An experienced and inspirational leader who promotes and leads change, creating innovative improvement for the Service and its clients • Experience of dealing with and advising on one or more of the following areas of law: planning, highways and licensing, including providing advice and support to planning, highways and licensing projects • Experience of working in a complex stakeholder environment at a senior level

	• Specialist knowledge in one or more of the areas of planning, highways and licensing law, related legislation and case law including advising on legal aspects of local authority work in those areas. • Broad knowledge of Local Government law (and in particular how decisions are made) or equivalent knowledge and willingness to learn • Ability to effectively communicate standard and complex legal issues to Members and officers using a high degree of political sensitivity • Demonstrable ability to work constructively with Council Members to a high degree of political sensitivity • Ability to work in a fully digital and agile environment • Ability to lead and manage a high performing team, working collaboratively with members of the in-house legal team to draw in other areas of expertise as needed and supporting project leads and clients • Excellent negotiating and influencing skills • Ability to work with minimal supervision • Ability to communicate clearly and precisely • Commercial mindset with a focus on achieving and delivering value for money
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OUR VALUES AND BEHAVIOURS

Our values and behaviours underpin everything we do.

They guide our interactions with residents, businesses, visitors, partners and each other.

They are also a measure of how well we've done.

Our Values & Behaviours	
D	PUTTING COMMUNITIES FIRST • We put local people at the heart of decision making in everything we do. • We seek to include and involve: all voices matter. • We provide quality services that are responsive, effective and efficient. The following examples are indicators of effective behaviour: • I actively involve and include the communities that I serve in my work. • I shall reflect the views of the communities in my daily work. • I shall improve the service I provide through seeking feedback from others. Our residents will feel that:

	• I have been included • I can see how my views have been taken into account • I can see improvements and developments based on my input
E	RESPECT • We listen to everyone and value the personal experiences of people in our communities and of each other. • We adopt a fair, and involving approach regardless of any way in which an individual is different to us. The following examples are indicators of effective behaviour: • I adapt my approach to take account of all differences and cultures in the community and with colleagues. • I ensure I am equitable and fair by including those who are quiet or may not be able to represent themselves. • I communicate in a way that is respectful, encourages involvement and meets people's needs. Our residents will feel that: • I feel my culture and background are respected. • I have confidence that action is being taken. • I feel I am being treated fairly.
F	INTEGRITY • We act with openness, honesty, compassion, responsibility and humility. • We let people know what we are doing and communicate why and how decisions have been made. The following examples are indicators of effective behaviour: • I demonstrate empathy in my interactions with others. • I am honest and transparent about the decisions I take. • I follow through on the actions I say I will take and take ownership for communicating the outcome. Our residents will feel that: • I am told when something is not possible and the reasons why are explained to me. • I feel my perspective is listened to and understood. • I feel my views are valued

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WORKING TOGETHER

- We work together and in partnership with everyone that has an impact on the lives of our residents.
- We want to understand, learn from each other and continually adapt.

The following examples are indicators of effective behaviour:

- I work with others to provide an effective service for residents, local communities and other departments within the Council.
- I seek ways to work with other departments to deliver a seamless service and find opportunities to improve.
- I seek out opportunities to learn from my colleagues and build on good practice.

Our residents will feel that:

- I can get my issue resolved without being passed around departments.
- I find it easy to access the services that I need.
- I feel the Council is open to new ideas.