

1. Directorate:	Corporate Governance
Location:	North London Business Park
Job Title:	Divisional Manager
Grade:	BB4 207-210
Post No.:	
Reports to:	Head of Legal

2. Context and Purpose of the Job

To manage one of the three Divisions (Advocacy, Community and Commercial) that form part of the Legal Department and thereby deliver a major sector in the overall range of the Council's legal requirements.

To form, with the other two Divisional Managers, a cohesive management team that coordinates the total service provision of the Legal Department with exchanges of work and expertise as necessary to provide a fair distribution of work. The three Division structure is for logistical reasons and is not intended to create work barriers.

3. Accountable for:-

3.1. Key Accountabilities Specific for This Post

To provide high level legal advice and all aspects of relevant casework and to fully engage as appropriate with Members, Chief Officers, other members of staff and third parties in carrying out this task.

To provide direction and leadership to staff undertaking services in the division of the Legal Department assigned to you and ensure service delivery and a quality of work that meets the Council's requirements.

To provide legal advice primarily in your 'area of specialisation (but not limited' thereto) and ensure that this complements the area of specialisation provided by the Principal Lawyer attached to your Division.

To establish good working relationships with all clients through an understanding of their needs and an appropriate provision of service.

To ensure the efficient operation and full utilisation of the Norwel Case Management System through training, guidance or enforcement as necessary.

To fully exploit the potential of the Norwel Case Management System in order to monitor the performance of the Division, analyse work trends, forecast future demand and be innovative in ways to meet that demand.

To ensure that staff working in the division have necessary up to date knowledge of relevant areas of the law and corporate policies and procedures.

To contribute to the management of the Corporate Governance directorate as a member of the Departmental Senior Management team.

3.2. Financial And Asset Responsibilities

Monitor and deliver the services of the Division within budget and assist the Head of the Legal Department on matters relating to budgetary control and planning within the Corporate Governance directorate.

3.3. Staff Responsibilities

To manage a professional team which will include some or all of the following:-

- Principal Lawyer
- Senior Solicitor/Senior Legal Executive
- Solicitors/Legal Executives
- Legal Officers

Effective supervision of staff will include motivation, training, appraisal and development in accordance with IIP standards.

Effective staff recruitment as necessary with the authority of the Head of Legal.

3.4. Other

Attendance at Committee, Working Party and other meetings with Members, officers and third parties as appropriate and as required.

4. Promotion Of Corporate Values

To ensure that customer care is maintained to the agreed standards according to the Council's values.

To ensure that a high level of confidentiality is maintained in all aspects of work.

To encourage and develop optimum performance from staff and underline the corporate approach to customer needs as reflected in the Council's structure and style.

5. Flexibility

In order to deliver the service effectively, a degree of flexibility is needed and the post holder may be required to perform work not specifically referred to above. Such duties, however, will fall within the scope of the post, at the appropriate grade.

6. The Council's Commitment To Equality

To deliver the Council's commitment to equality of opportunity both in the provision of services and as an employer. All staff are expected to promote equality in the work place and in the services the Council delivers.

PERSON SPECIFICATION

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Post Requirements	Essential/ Desirable	Criteria	Assessed from:	
Experience and knowledge relevant To post	E	Practising solicitor or barrister with significant post-qualification experience in one of the main work areas covered by the Division	A, I, T	
	E	Knowledge and/or experience of local government law and structures	A, I, T	
	E	Experience of legal work in a local government setting (e.g. advising at committee) or equivalent	A, I, T	
	E	Experience of very complex legal work without supervision	A, I, T	
			Managing Service Direction	
			Achievements in managing change, showing in particular:-	
	E	•	account taken of future trends	A, I, T
	D	•	awareness of political context	A, I, T
	D	•	achievements in client liaison and client care	A, I, T
			Managing Service Area	
	D		Achievements through developing and implementing plans to achieve objects.	A, I, T
	E		A record of successful delivery of relevant areas of legal services, showing mechanisms for :- • setting standards	A, I, T

Post Requirements	Essential/ Desirable	Criteria	Assessed from:
	E	<ul style="list-style-type: none"> monitoring quality 	A, I, T
	D	<ul style="list-style-type: none"> promoting improvements 	A, I, T
		<p><u>MANAGING PEOPLE</u></p> <p>Evidence of effective and sensitive management of staff:-</p>	
	E	<ul style="list-style-type: none"> In a relevant area 	A, I, T
	D	<ul style="list-style-type: none"> following established policies and procedures 	A, I, T
		Experience and knowledge of:	
	E	<ul style="list-style-type: none"> staff development and training 	A, I, T
	D	<ul style="list-style-type: none"> staff appraisal 	A, I, T
	E	<ul style="list-style-type: none"> recruitment and selection 	A, I, T
	E	<ul style="list-style-type: none"> resolving differences (team skills, discipline, grievance etc) 	A, I, T
	D	<ul style="list-style-type: none"> working with trades unions 	A, I, T
	E	<ul style="list-style-type: none"> promoting equal opportunities 	A, I, T
	D	<ul style="list-style-type: none"> health and safety for managers 	A, I, T
	E	<ul style="list-style-type: none"> Experience of effective communication and/or consultation with staff 	A, I, T
		<p><u>FINANCIAL MANAGEMENT</u></p>	
	D	<ul style="list-style-type: none"> Understanding of the "business" issues for a Legal Practice 	A, I, T
Competencies and Special aptitudes	E	<ul style="list-style-type: none"> Clear and persuasive oral communication and advocacy skills 	A, I
	E	<ul style="list-style-type: none"> Accurate, persuasive and concise written communication skills 	A, I
	E	<ul style="list-style-type: none"> Highly developed skills of legal analysis, including ability to work in unfamiliar areas 	A, I
	E	<ul style="list-style-type: none"> Evidence of an imaginative, positive and proactive approach to legal work and advice 	A, I
	E	<ul style="list-style-type: none"> Evidence of ability to organise self and others 	A, I
	E	<ul style="list-style-type: none"> Evidence of ability to handle a reasonable caseload of difficult work whilst managing others and meeting deadlines 	A, I

Post Requirements	Essential/ Desirable	Criteria	Assessed from:
	E	<ul style="list-style-type: none"> Evidence of ability to work flexibly, accommodate change and cope with pressure 	A, I
	E	<ul style="list-style-type: none"> Evidence of leadership and good interpersonal skills 	A, I
	E	<ul style="list-style-type: none"> Experience of working with IT systems 	A, I
Education	E	Law Degree	A, I
Special job requirements	E	<ul style="list-style-type: none"> Evidence of good health record such as to be able to carry the type and amount of work associated with the job 	A, I
	E	<ul style="list-style-type: none"> Ability and willingness to work the necessary hours 	A, I
Genuine Occupational qualification relevant within the terms of the legislation	E	Solicitor or Barrister	A, I
Commitment to council's Aims and Values	E	Knowledge of and ability to promote	A, I
	Key: E = Essential D = Desirable		Key: A = Application Form I = Interview T = Test

The Information on this form will be the basis on which the applicants will be assessed for shortlisting purposes.