



Candidate Information Pack

Lawyer

£48,226 - £51,356

Full Time (job share considered)

Our Organisation

We are the local district council for the Borough of Hyndburn, in East Lancashire. Our main offices are in Accrington and we also cover the townships of Oswaldtwistle, Great Harwood, Clayton-le-Moors and Rishton. We provide a range of essential services such as town and country planning, environmental protection, maintaining parks and open spaces, licensing taxi's and pubs and clubs, administering some key benefits and much more.

As well as a number of towns, we have large areas of outstanding open space to explore, including our wonderful parks and 3 local nature reserves. We're home to the famous Accrington Stanley football club, our NORI bricks helped build the Empire State Building and our Council-run Haworth Art Gallery has the largest collection of Tiffany Glass in Europe.

We face many challenges as a borough, predominantly linked to deep-seated inequalities in health and deprivation. You will join us at an exciting time, as we look to progress our recently adopted corporate strategy. This focuses on sustainable growth in both housing and employment, as well as on our environment and climate change. We have an ambitious transformational agenda, as evidenced by our current Levelling Up programme which is regenerating our main town centre, the recently completed construction of a new leisure centre at Wilsons Playing Fields and the recent award of over £29 million grant funding from Homes England to help us support the development of Huncoat Garden Village, a new and regionally significant housing site.

For a small council, with a small legal team we undertake a varied and interesting range of legal work, with the opportunity to get involved in the delivery of complex and high profile developments across the Borough – this can involve advising on the procurement and appointment of consultancy teams, decision-making processes, funding bids, grant agreements and the like. This is a new post in the department dovetailing existing lawyer roles and providing direct support to the Executive director Legal and Democratic Services as demands on the service increase. The Council is about to enter into an exciting period of change during the next few years as councils prepare to merge to form larger single-tier unitary authorities as part of the Local Government Review. This will bring fresh challenges and opportunities for legal departments who will continue to deliver services to their area as part of the new structure.

Our Values

Our future success will depend on the professionalism and dedication of our staff, as well as how we work collaboratively with partners and stakeholders. We aim for a supportive, friendly working culture and strive to recruit people whose values align to our own.

Customer Focus

We will make best use of our resources to support the delivery of excellent services to our customers. We will treat each customer as a valued individual and show sensitivity to their needs and differences.

Integrity

We will always try to do the right thing. We will act and communicate honestly and openly, honour our commitments and be accountable for our actions.

Positive Attitude

We will be proactive and optimistic in finding solutions to challenges, open to improved ways of working and to updating our knowledge and skills to meet these changes.

Teamwork

We promote a friendly and supportive working environment. We will work together across teams, services and with partners to achieve the objectives of the Council and the best outcomes for our customers.

The Role

We are looking for a lawyer to work within our busy legal team, reporting to the Head of Legal Services. The legal team is a friendly one and we are looking for somebody who is a good team player. You also will work directly with our client departments, including service managers and above. In addition, you will deal with our elected members and must be able to act and advise appropriately in a political context.

No two days will be the same. We get lots of general and “one-off” enquiries, so you will need to research and advise in respect of a wide-range of matters.

The full job description and person specification is included within this document, and includes the following as primary objectives:

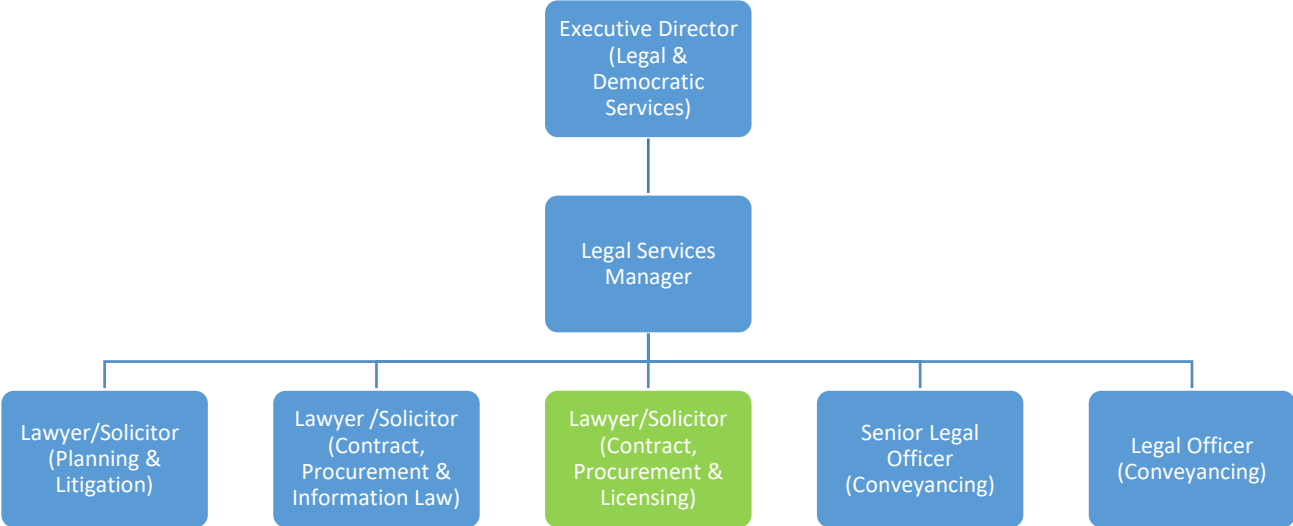
- Advising on contract matters (including drafting and reviewing grant agreements, consultancy contracts and the like; planning agreements (s106 agreements and unilateral undertakings); advising on procurement requirements and subsidy control compliance; and ensuring correct decision-making processes are followed)
- Advising on all areas of licensing law and enforcement including attending licencing committees as required
- Advising on information law matters, such as data protection issues and freedom of information enquiries (including the application of statutory exemptions and preparing data sharing agreements)

Our ideal candidate will bring:

- A positive approach to working alongside client departments to understand their objectives and help them surmount legal obstacles to achieve their goals
- A solid appreciation of the need to maintain high standards of corporate governance and ethical conduct in everything we do
- Great communication skills, whether dealing with legal colleagues, client, councillors or members of the public.

If you have the right experience and can demonstrate that your skills and experience match these requirements, we would love to hear from you.

Staffing Structure



Your Salary and Benefits

Salary

Grade 12 SCP 37- 40

£48,226-£51,356 (pro rata if needed)

Hours of Work

37 hours per week, though we will consider requests for part time and job share arrangements.

Leave entitlement

Your leave allowance starts at 24 days, with an extra 2 days after working at Hyndburn for a year, as well as an extra 5 days when you have 5 years continuous local government service.

This is in addition to public holidays and a 3 day closure around Christmas / New Year period plus one additional day of leave to be taken on a set date around this period.

Pension

We will enrol you into the Local Government Pension Scheme on commencing employment. This is a "career average" scheme, which means you will build up benefits based on your pay each year. Your contributions depend on the level of your pay. We will also make employer contributions.

Supportive Working Arrangements

We genuinely support flexible working practices to help you strike a good balance between your work life and your personal life. We have agreed a Smart Working Strategy which supports hybrid working, meaning you will have the opportunity to work from home for part of the week. We have a confidential 24/7 Employee Assistance Programme which can support you and household members through difficult patches, including counselling support.

Learning and Development

We will support and encourage you to keep developing your skills and professional knowledge. We'll fund relevant training and provide in-house opportunities, including through the "Hyve", our access anywhere e-learning platform.

Diversity and Inclusion

We value diversity and inclusion. We know we can't stand still on this; we try to keep improving. We want all our staff to feel valued and respected and to see this as a great place to work. We'd love our workforce to better reflect the communities we serve. We welcome applications from candidates from under-represented groups, including people with disabilities or from ethnic minorities.

We offer a guaranteed interview to anyone with a disability who can show they meet the essential criteria - we'll ask you to indicate on the application form if this applies.

Other Benefits

Other benefits include free car parking, a leave purchase scheme, reduced leisure membership, credit union, access to discounts, health cash plan, access to physiotherapy / osteopathy treatment, and death in service benefit (separate from the pension scheme).

How to Apply

Take a look at the job description and person specification. To apply for the role, please complete our application form via the Jobs section of our website:

[Working at the Council – Hyndburn Borough Council](#)

The form includes space for a supporting statement where you should explain how you meet the requirements listed on the job description and person specification. You should demonstrate how your skills, qualities and experience meet the requirements of the job (as described in the job advert and candidate pack). And instead of simply telling us, show us: use real life examples of where you've used a certain skill or how you've practically applied your experience. This supporting statement is a really important part of the selection process so make sure you keep your statement **relevant** and **concise**. Think about what we need to know about you and what you'd bring to the role and our organisation.

Hyndburn Borough Council values honesty and integrity and expects all candidates to share these values. Please ensure that all the examples you use in support of your application are representative of your own experience. For more information, please see our [Guidance on using Artificial Intelligence in job applications](#).

Equality Monitoring Questions

We're committed to improving our workplace representation so we reflect the diverse communities we serve and we'd really appreciate it if you could tell us about certain equality characteristics on your application form. This information will not be shared with the people making decisions on shortlisting or who to appoint. This will help us assess whether there may be any barriers to people applying or being successful in their application, based on equality characteristics.

Submitting your application

Once you've filled out and completed everything, you'll be prompted to submit your application. Simply click the button and you're done. If, at any stage, you have questions or problems, please contact HR at recruit@hyndburnbc.gov.uk

We'll normally get back to you within a couple of weeks at the most if you've been shortlisted for interview.

Good luck!

Hyndburn Borough Council

Job Description

Job Title:	Lawyer (Contract, Procurement & Licensing)
Post No.:	CS070
Service:	Legal & Democratic Services
Agreement:	NJC For Local Government Services
Range:	Scale 12 SCP 37-40
Other:	Casual Car User Allowance Politically Restricted Post

Organisational Relationships:

Reports to:	Legal Services Manager
Supervises:	None
Coordinates with:	Other employees within the Authority. Also, representatives of external organisations and customers.
Customer Focus:	As a public servant any duties of the post which require contact with or provision of service to the Authority's customers shall be carried out in a courteous, helpful and professional manner in line with the Customer Care Policy adopted by the Council.

Primary Objective(s):

- To ensure a high standard of corporate governance within the Council
- To provide accurate and timely legal advice to the Council in respect of a broad range of Council functions

Main Duties & Responsibilities:

1. To ensure the overall provision of an effective and comprehensive legal service to the Council by providing sound and well-researched legal advice and guidance to officers at all levels and councillors on a wide range of matters within the functions of the Council including (without prejudice to the generality);
 - Drafting, and/or advising in respect of, contracts and advising on procurement law and procedures (including drafting s106 Agreements and unilateral undertakings (planning), grant agreements and deeds of engagement)

- Advising on subsidy control issues;
 - Advising on all areas of local authority licensing matters including enforcement and advising members at committee, enforcement;
 - Advising on information law matters (including freedom of information, data protection and EIR);
 - Assisting with the investigation of complaints;
 - Advising on governance issues (including the Council's constitution, requirements for lawful decision making and member code of conduct);
 - Assisting with litigation matters as required (including judicial review, prosecutions, RIPA matters, employment tribunal matters);
 - Acting as legal adviser to, and attending, meetings of Council and its committees and working groups and meetings of the Cabinet and its committees and working groups as required;
 - Representing the Council on internal and external working groups and ensuring information gained is shared with other officers as necessary;
 - In exceptional cases, instructing external solicitors or counsel to advise or brief counsel to appear on behalf of the Council, including attending conferences with counsel and negotiating fees;
2. To prepare, make presentations and deliver training to members and officers as necessary on relevant legal matters;
 3. To advise on and contribute to the development and implementation of policy, procedures and good practice within the Council as required
 4. To provide legal advice and assistance to the Council generally as required;
 5. To maintain lateral co-operation between Corporate Services various Sections thereby maximising the Corporate Service's overall efficiency and effectiveness;
 6. To ensure compliance with the Legal Section's practice manual and any quality assurance requirements;
 7. To show a commitment to continuous professional development and to keep up to date with developments within the areas of law within which the post-holder advises.
 8. To operate in accordance with Council priorities and compliance relating to Health and Safety, Equal Opportunities and Customer Care.
 9. To undertake duties as required by line manager or the Head of Service.
 10. To assess own performance against service/business plans and targets.
 11. To deal with colleagues openly and fairly at all times and support mutual respect within teams in line with the Council's values.
 12. To maintain lateral co-operation between the Service's various Divisions/Sections, thereby maximising the Service's overall efficiency and effectiveness
 13. To participate fully in all inter-Departmental Working Groups/Panels, etc. and co-operate fully to ensure that the Authority's corporate objectives are achieved.
 14. To participate in development opportunities to ensure that all employees are employed to their full potential within budgetary constraints.

15. To deal with colleagues openly and respectfully at all times.
16. To operate in accordance with Council priorities and compliance relating to Health and Safety, Equal Opportunities and Customer Care.
17. To undertake duties as required by line manager or the Head of Service.

In order to ensure that job descriptions are kept up to date, all employees are given the opportunity to regularly review their roles through the Authority's Performance & Development Reviews (PDR). Staff are therefore required to take a reasonable and flexible approach to changes arising from working practices or changing workloads.

Equality Act 2010 - *Where appropriate the duties may be reviewed where an applicant is a disabled person, or an existing employee becomes unable to carry out the full range of duties due to a disability*

Hyndburn Borough Council is committed to encouraging and supporting employees to achieve a Level 2 qualification in English and Maths.

Person Specification

Job Title: Lawyer (Contract, Procurement & Licensing)			
Criteria are measured using 4 different sources: Application Form (A), Interview (I), Test (T), References (R)			
Job Criteria (Based on Job Description)	Essential	Desirable	Measured by
Qualifications: <ul style="list-style-type: none"> Fully qualified solicitor, barrister or fellow of the Chartered Institute of Legal Executives 	✓		A
Experience: <ul style="list-style-type: none"> One year PQE or equivalent experience as a solicitor, barrister or FCILEX Previous experience of working within a local authority legal team Knowledge and experience of contractual matters to include advice, drafting a variety of agreements and enforcing breaches of contract; Experience of all areas of local authority licensing and enforcement Knowledge and experience of freedom of information and data protection matters Experience of other legal work within the remit of a district council, such as planning law, food law, environmental health, anti-social behaviour,, Experience of working with councillors and advising at committee 	✓	✓ ✓ ✓ ✓ ✓	A A A/I A/I A/I A/I
Knowledge/Skills/Abilities: <ul style="list-style-type: none"> Good verbal communication skills appropriate to the audience and which inspire confidence, including advocacy and public speaking, dealing with the public and negotiating Good written communication skills appropriate to the audience, including drafting legal agreements, court papers, reports, letters and other documents Able to learn quickly and adapt to new types of work, with a positive attitude to change Able to work under pressure, prioritising and meeting changing and competing priorities and deadlines of service departments and responding effectively to circumstances outside the control of the Council Good team working skills and able to build effective working relationships with officers at all levels and councillors Demonstrates diplomatic behaviours and is able to respond appropriately to angry or aggressive individuals where the Council's position differs from their own A good level of political awareness. Able to use computers including Microsoft Office applications A self-starter, able to work with limited supervision and motivated to deliver results 	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓		A/I/T A/I A A A/I A/I A/I A/I A

<p>Additional Requirements:</p> <ul style="list-style-type: none"> • Regular and Reliable Service, (the Council does not wish to employ individuals who have a poor history of attendance at work, where there is no underlying medical reason for the absence). • A commitment to customer care and equal opportunities and an understanding of how to put these into practice. • Commitment to the principles of local democracy. 	<p>✓</p> <p>✓</p> <p>✓</p>		<p>R</p> <p>A/I</p> <p>A/I</p>
<p>Other:</p> <ul style="list-style-type: none"> • Available to work outside normal working hours and attend evening meetings as necessary. • Attendance at Court and hearings as necessary • Hold a current Driving Licence 	<p>✓</p> <p>✓</p> <p>✓</p>		<p>A/I</p> <p>A/I</p> <p>A</p>

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Hyndburn
Borough Council

**Make
a
difference**

Work for your
local council

**Together, we're
building an
ambitious and
sustainable future
for Hyndburn**