PAY & GRADING - JOB SPECIFICATION TEMPLATE

This Job Specification sheet covers specific areas of activities that are not included in the Generic Role Profile. It will include responsibilities, knowledge, skills, delivery and working arrangements relevant to this role. Please ensure that this is read and in conjunction with the given family role for the post.

Profile Owner: Director of Joint Legal Services

POLICE STAFF

ROLE SPECIFIC INFORMATION	
Job Title:	Lawyer
Generic Role Profile:	Legal
Salary Band:	Grade 9
Operational / Non-Operational Role	Non-Operational
Vetting Level:	MV & SC
Reporting to:	Senior Lawyer
Specific Role Purpose:	To provide legal advice and representation under the general direction of the Director of Joint Legal Services (JLS). Working collaboratively with a variety of clients, colleagues and other stakeholders to provide a comprehensive legal service to the Chief Constable and Police and Crime Commissioner for both Staffordshire and West Midlands Police
Key Responsibilities:	• Work within a team of lawyers and support staff in the provision of a comprehensive legal service to the Chief Constable and Police and Crime Commissioner for both Staffordshire and West Midlands Police • To advise and provide representation (including advocacy where required) in relation to legal proceedings and hearings before the relevant Courts & Tribunals • Work with external legal services (including Counsel) where necessary • Provide timely legal advice to all clients as required • Carry a complex case load providing advice and advocacy as required • Draft legal documents • To carry out any other duties commensurate with the purpose and grading of the post that may from time to time be determined

SPECIFIC COMPETENCIES REQUIRED FOR EFFECTIVE PERFORMANCE	
Knowledge & Experience *This section should detail the requirement of previous experiences and knowledge gained from academic qualifications if appropriate. e.g. significant experience of administrative duties, degree level educated.*	
Essential:	• Professional legal qualification as a Solicitor, Barrister or Chartered Legal Executive • Experience of handling a complex case load and high-profile legal work with minimal supervision
Desirable:	• Previous experience in a legal environment within a public sector in-house team • <u>Experience</u> in one or more of the following areas: o Employment claims: including discrimination, harassment victimisation, whistleblowing, pay equality, pensions, unfair dismissal and other contractual claims. • <u>Exposure</u> and/or some knowledge in one or more of the following areas is also desirable: o Civil litigation claims: including claims for false imprisonment, misfeasance, malicious prosecution, occupational stress, road accidents, wrongful arrest and the risk management issues arising therefrom o Judicial Reviews o Operational police orders: including orders under the Sexual Offences Act 2003, Stalking Protection Orders, Violent Offender Orders, orders under the Anti-Social Behaviour Crime and Policing Act 2014, orders under the Proceeds of Crime Act 2002, injunctions to prevent forced marriages, firearms and alcohol licensing o General police powers and The Police and Criminal Evidence Act 1984 o Advising in contractual and commercial issues arising concerning procurement of goods and services. o Advising on matters of governance, collaboration, corporate and compliance. o Police discipline/misconduct o Public inquiries and/or inquests o Public Order o Any other regulatory work

Skills *This section should detail the competency requirement which could be developed through non formal training. e.g. effective time management, influencing and negotiating, effective communication including written and verbal.* *Refer to skills database for core operational skills*	
Essential:	• Demonstrate sound analytical skills and judgement • Excellent written and verbal communication skills • Excellent negotiation skills including the ability to influence others • Excellent interpersonal skills and the credibility to work with senior clients • Ability to handle complex and high-profile legal work with minimal supervision • Effective and efficient time management • Be flexible, innovative and have a proactive approach to work. • Experience in using case management or similar systems
Desirable:	• Higher Rights Advocate • Coaching and mentoring skills • Public Sector experience

Hours of Work and Flexibility:	36.5 hours per week
Agile Work Style:	'Agile' (Average office attendance of 2 days per week)
Special Conditions:	• The post holder will be required to work out of both the West Midlands and Staffordshire offices depending on the demand of the service • The post holder will be required to travel to locations throughout the Forces' area • Post holder may be required to work at weekends and on Bank/Public Holidays as necessitated by exigencies of the service

West Midlands Police Vision and Values:	The WMP Vision is to be recognised as a police service that is big enough to cope with everything that is asked of us, while showing we are small enough to care about the things that really matter to people. Effective policing is built upon public trust and confidence which depends on officers and staff serving the public with integrity, professionalism, compassion and fairness to earn that trust and confidence. Our WMP Values work alongside the Policing Code of Ethics to support an ethical policing culture which demonstrates professionalism throughout the organisation. To work for WMP you must share our values: **Service** – We put people first **Integrity** – We always do the right thing **Compassion** – We see the person needing help **Professionalism** – We lead by good example **Equality, Diversity and Human Rights** – We treat everyone fairly
Staffordshire Police Values:	We are a welcoming police family that has a values-based culture where officers and staff are empowered to make decisions in line with the values of the force. To work for Staffordshire Police you must share our values: **Caring -** We care about our communities, our staff and each other. Every single member of the Staffordshire policing family plays an important part by making the biggest difference they can **Collaborative** - Partnership is critical to the delivery of the policing plan and the vision within this plan. We will work closely with our partners (including surroundings forces and other emergency and public services) to tackle crime, reduce harm, improve safeguarding and resolve the issues that matter most to our communities. **Accountable -** We will be accountable to our communities, acting with integrity and professionalism. We are committed to innovation and creativity where we try out new ideas and learn from them