

Job description

Litigation Lawyer (Disrepair)

- Grade: PO3 - 5
- Reports to: Senior Litigation Lawyer
- Direct reports: None
- Your team: Housing Litigation Disrepair Team
- Service area: Legal Services – Housing & Prosecutions
- Directorate: Resources

Special requirements of the post

Workstyle: Desk-based worker

Our mission

Islington is a place rich with diversity and culture. As a council our sense of purpose couldn't be clearer: we serve. It's in the logo. We are committed to challenging inequality in the borough and as one of the largest employers we know that to look after the place and the planet, we have to look after our people. **Together we can change the future.**

To do this, everyone who works at Islington Council lives by a set of values which guide us in everything that we do: collaborative, ambitious, resourceful, and empowering. They spell out 'CARE', which is what we think public service is all about.

Overview of the role

To assist in planning, co-ordinating and undertaking the housing disrepair litigation work in respect of the Council's functions and to undertake the legal work to the highest professional and client care standards.

Key responsibilities

At PO3 grade

1. To undertake a substantial personal caseload of housing disrepair litigation including the provision of legal advice and the conduct of litigation and providing proactive legal advice on all aspects of housing disrepair, nuisance & negligence, and general housing law.
2. To draft, negotiate and agree legal documentation arising out of the exercise of the council's housing and litigation functions.
3. To undertake litigation arising out of the Council's housing functions including disrepair claims & counterclaims, claims for statutory nuisance, possession actions, injunctions and appeals.
4. To act as an advocate on behalf of the Council, where appropriate in relevant Courts, tribunals and inquiries and instruct Counsel to represent the Council where necessary.
5. To maintain an up-to-date comprehensive knowledge of developments in the relevant areas of law and disseminate that information and any implications for the Council to relevant senior council managers and members of the Team as necessary.
6. To prepare and present briefing papers and reports for the Senior Litigation Lawyer (Disrepair & Prosecutions).
7. To advise clients on legal issues arising out of the postholder's work as required and where necessary to recommend changes in Council Policy and practice and procedures to the Senior Litigation Lawyer (Disrepair & Prosecutions).
8. To ensure that the service is responsive to client requirements and that work undertaken is reflective of best practice and the performance targets contained within Service Level Agreements.
9. To assist with litigation, advice, and general work of Legal Services as required.
10. To meet the chargeable hours, target for the post and the agreed performance and quality standards as fixed by the Legal Services Management Team.
11. To assist with the development and training of staff, as requested.
12. To work in a corporate and co-operative way both within the Team and within Legal Services and with other Council officers and members.
13. To undertake other duties commensurate to the grade of the post.

At PO4 grade

As above and in addition:

14. To undertake a caseload of more complex housing and general litigation matters (including the provision of legal advice, drafting of complex documentation and litigation).
15. To deal with judicial reviews and high court claims arising out of the exercise of the Council's housing functions and to advise on and negotiate settlements as appropriate.
16. To prepare and present briefing papers and reports for the Chief Litigation Lawyer and the Assistant Director (Commercial and Environment).

17. To assist Senior Council Managers with the training of their staff in the legal implications of their work with reference to those areas for which the post holder is responsible.

At PO5 grade

18. To advise Senior Council Managers and Members on legal issues arising out of the post holder's work as required and where necessary to recommend changes in Council policy and practice and procedures to the Chief Litigation Lawyer and the Assistant Director (Commercial and Environment).
19. To attend meetings with Senior Council Managers to provide legal advice as required as the Director of Law & Governance's representative.
20. To deal with major housing litigation matters.

ADDITIONAL:

- To use and assist others in the use of information technology systems to carry out duties in the most efficient and effective manner.
- To achieve agreed service outcomes and outputs, and personal appraisal targets, as agreed by the line manager.
- To undertake training and constructively take part in meetings, supervision, seminars and other events designed to improve communication and assist with the effective development of the post and post holder.
- To carry out duties and responsibilities in accordance with the council's commitment to customer service excellence and ensure compliance with the customer care standards.
- To be committed to the Council's core values of public service, quality, equality and empowerment and to demonstrate this commitment in the way duties are carried out.
- To ensure that duties are undertaken with due regard and compliance with the Data Protection Act and other legislation.
- To carry out duties and responsibilities in accordance with the Council's Health and Safety Policy and relevant Health and Safety legislation.
- At all times to carry out responsibilities/duties within the framework of the Council's Dignity for all Policy. (Equal Opportunities Policy).

Compliance

Ensure legal, regulatory and policy compliance under GDPR, Health and Safety and in area of your specialism identifying opportunities and risks and escalating where appropriate.

Person specification

You should demonstrate on your application form how you meet the requirements of the role. Please ensure that you address the criteria as this will be assessed to determine your suitability for the post.

Criteria

Knowledge, experience, and skills

Point	Criteria description	Essential/desirable
1	Admitted solicitor or qualified barrister in England (or comparable jurisdiction) or fellow of Institute of Legal Executives.	Essential
2	A minimum of two years' post-qualification experience in the legal profession or exceptional experience of shorter duration.	Essential
3	A thorough knowledge of the law relating to the conduct of local authority civil litigation and housing law including in the following areas: <ul style="list-style-type: none">• Housing Act 1985• Housing Act 1996• Landlord & Tenant Act 1985• Environmental Protection Act 1990	Essential
4	A thorough knowledge of the procedural requirements of Civil Procedure Rules 1998 as amended.	Essential
5	Ability to obtain evidence, evaluate evidence, prepare cases and appear as an advocate where appropriate, on behalf of the Council in Courts, Tribunals and Inquiries.	Essential
6	A thorough knowledge (or the ability to acquire it) of the law and procedure relating to local authority housing	Essential
7	Ability to communicate well in writing and verbally, with good presentation skills.	Essential
8	Ability to use Information Technology for the purpose of casework and the provision of management information.	Essential

Point	Criteria description	Essential/desirable
9	Ability to comply with good practice management standards as laid down by the Law Society or other relevant body.	Essential
10	Ability to work as part of a team.	Essential
11	Ability to adhere to the Council's Dignity for All policy.	Essential

Our accreditations

Our accreditations include: the Healthy Workplace award, Timewise, London Living Wage Employer, Disability Confident Committed, The Mayor's Good Work Standard, Stonewall Diversity Champion, and Time to Change.

