

## Job Description

<b>Directorate:</b>	Resources		
<b>Service:</b>	Legal Services		
<b>Location:</b>	County Hall, Preston		
<b>Salary range:</b>	£51,356 to £55,612	<b>Grade:</b>	11
<b>Reports to:</b>	Principal Lawyer	<b>Staff responsible for:</b>	4 direct reports and c. 4 employees

### Job purpose and scope

A highly experienced employment law professional within Legal Services, supporting the delivery of an effective and responsive employment law function. The post holder will carry responsibility for a substantial and complex caseload and will provide specialist employment law advice across the Council. Working under the direction of the Principal Employment Lawyer, the post holder will play a key role in advising, influencing and supporting managers on a wide range of employment-related matters.

The post holder will require strong professional expertise and experience in employment law, handling cases with a significant degree of independent professional responsibility and judgement. They will advise on a broad range of issues including (but not limited to) Employment Tribunal litigation, internal disciplinary and grievance processes, restructures, TUPE transfers, industrial action and discrimination matters.

The post holder will support the Principal Employment Lawyer in maintaining the quality and professionalism of work across the Employment Team. This may include providing day-to-day guidance to colleagues, contributing to case management oversight, supporting professional development within the team, and ensuring consistent application of legal and Council procedures.

Working collaboratively with the Principal Employment Lawyer, Strategic Legal Manager, the post holder will assist in managing claims, contribute to service improvement initiatives and support ongoing compliance and reporting relating to employment matters. They will work closely with internal clients, developing effective working relationships and supporting managers in the delivery of fair, lawful and robust employment decision-making.

### Performance Indicators

- Quality of advice/service against legal, safety and best practice standards
- Achievement of relevant service targets
- Adherence to internal/external quality standards if applicable
- Adherence to policies and procedures
- Accuracy and timeliness of information recording and processing
- Customer and stakeholder feedback
- Leading Lancashire Framework

Leading Lancashire – Our Leadership Framework



# Leading Lancashire

## Our Leadership Framework

**Our Vision and Values** We are driven by a simple yet powerful vision – “Here at Lancashire County Council, we are helping to make Lancashire the best place to live, work, visit, and prosper.”

This vision is at the centre of everything we do. Embedded in our identity are our values: Supportive, Innovative, Respectful, and Collaborative, our guiding principles that enable everyone to thrive.



### Four Spheres of Leadership

The Leading Lancashire framework is a dynamic approach, encapsulating four key spheres:

**Responsibilities, Capabilities, Behaviours, and Results.**

These spheres form the bedrock of our leadership ethos, providing clarity and direction for all leaders. Responsibilities guide our actions, Capabilities cultivate our potential, Behaviours shape our interactions, and Results measure our impact. Together, these spheres ensure leaders deliver their best for themselves, their teams, LCC, and the people of Lancashire.



### The Lancashire Mindset

Woven through the Leading Lancashire framework we introduce The Lancashire Mindset; Growth, Ownership, Optimism and Positive Impact. Adopting this mindset across the entire organisation not only brings our values to life but also emphasises the collective commitment to delivering the best for the people of Lancashire.

The Lancashire Mindset not only shapes our approach to leadership but also serves as a guiding force for a culture rooted in growth, ownership, optimism, and the commitment to making a meaningful positive impact.



### Levels of Leadership

The Leading Lancashire framework provides an opportunity to define and clarify the focus and purpose of the various leadership levels within the organisation.

**VISIONARY** (Long-Term Direction):

**Level 1 & 2 Leadership – Executive Directors and Directors**  
Senior leaders at this level, are Visionary Leaders. They have the privilege of shaping the long-term vision for the organisation, providing strategic and visionary direction that will guide the future success of Lancashire County Council.

**SHAPING** (Medium to Long-Term Strategy):

**Level 3 Leadership – Heads of Service**

Heads of Service at this level are Shaping Leaders. They are empowered to shape strategies with a broad mid to long-term view, setting clear strategic initiatives that provide direction to the management population, contributing to the organisation's success in the medium to long term.

**OPERATIONAL** (Short-Term to Immediate Effectiveness):

**Level 4 Leadership – Management Roles**

Leaders at this level, found in various management roles, are Operational Leaders. They focus on immediate operational effectiveness, ensuring their teams deliver in the short term, meeting objectives and driving success on a daily-to-monthly basis.

These refined terms more explicitly convey the visionary, shaping, and operational aspects of leadership at each level within the Leading Lancashire framework.

## Accountabilities/Responsibilities

- Support the effective operation of the Employment Team, contributing to the delivery of high-quality legal services that meet council priorities, statutory duties and value-for-money principles.
- Assist the Principal Employment Lawyer in planning and organising work within the Employment Team, helping to ensure that resources are used efficiently and that service objectives are achieved.
- Contribute to the development, implementation and communication of policies, procedures and operational plans for the Employment Team, maintaining awareness of legislative and organisational changes that may affect service delivery.
- Monitor service performance and contribute to evaluating existing provision, identifying opportunities for improvement and recommending changes for consideration by senior colleagues.
- Support the preparation and review of management information, producing reports and data as required and helping to ensure that information gathered meets service planning and compliance needs.
- Represent Legal Services at internal and external meetings, contributing to effective

communication, building professional networks, and supporting the Council's position on employment matters.

- Promote and contribute to a culture of continuous professional development, supporting learning, knowledge sharing and high professional standards across the Employment Team.
- Provide day-to-day guidance, support and supervision to colleagues, helping to develop a team that aspires to high standards of work and behaviour through coaching, mentoring and appropriate oversight.
- Foster a positive, collaborative and professional working environment, contributing to open communication and supporting team members to deliver a consistent, high-quality service.
- Deliver training/briefings and guidance to internal clients and partner organisations, ensuring that managers across the Council understand employment law requirements and apply best practice in their decision-making.

### Other

- **Equal Opportunities**

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

- **Health and safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

- **Customer Focused**

We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

- **Safeguarding Commitment**

We are committed to protecting and promoting the welfare of children, young people and vulnerable adults.

- **Skills Pledge**

We are committed to developing the skills of our workforce. All employees will be supported to work towards a level 2 qualification in literacy and numeracy if they do not have one already.

### Our Values

**We expect all our employees to demonstrate and promote our values:**

- **Supportive**  
We are supportive of our customers and colleagues, recognising their contributions and making the best of their strengths to enable our communities to flourish.
- **Innovative**  
We deliver the best services we possibly can, always looking for creative ways to do things better, putting the customer at the heart of our thinking, and being ambitious and focused on how we can deliver the best services now and in the future.
- **Respectful**  
We treat colleagues, customers and partners with respect, listening to their views, empathising and valuing their diverse needs and perspectives, to be fair, open and honest in all that we do.
- **Collaborative**  
We listen to, engage with, learn from and work with colleagues, partners and customers to help achieve the best outcomes for everyone.

## Person Specification

All the following requirements are essential unless otherwise indicated by \*

Your ability to meet the job requirements will initially be assessed by the information provided on your application but further assessment will be undertaken at interview and, in some cases, by using other types of assessment(s).

### Qualifications

- Honours Degree level qualification or equivalent experience
- Relevant professional qualification or equivalent
- Admitted Solicitor, Barrister, Chartered Legal Executive or equivalent with current practising certificate

### Experience

- Significant professional experience within a Legal Services environment, with responsibility for managing complex employment law matters and providing specialist legal advice.
- A proven record of delivering high-quality legal services within demanding or challenging circumstances, demonstrating the ability to balance workloads and meet service requirements.
- Experience of advising, supporting and influencing managers in relation to complex employment issues, ensuring advice is clear, robust and aligned with legal and organisational requirements.
- Experience of contributing to the development and improvement of policies, procedures and working practices within the area of responsibility.
- Experience of working collaboratively across services and within multi-disciplinary teams, providing technical input to projects and casework outside of direct line management.
- Substantial experience in handling complex employment matters, including disciplinary and grievance processes, discrimination claims, restructures, TUPE and Employment Tribunal proceedings.
- Experience of engaging with external stakeholders, such as trade unions, ACAS and partner organisations, providing professional input to support the effective resolution of employment issues.
- Experience of delivering training, briefings or guidance to managers and professionals, supporting the development of employment law knowledge and best practice across the organisation.
- Understanding of the financial context in which legal services operate, including considerations relating to case management, service delivery.

### Essential knowledge, skills & abilities

- Authoritative knowledge and understanding of employment law, including key legislation, case law, procedures and regulatory requirements relevant to the role.
- Working knowledge of associated areas of law such as equality, data protection and other relevant legislative frameworks, with the ability and willingness to expand expertise as required to support service delivery.
- Ability to provide clear, well-reasoned guidance on complex cases and legal issues within a focused area of responsibility, ensuring advice supports consistent and high-quality outcomes.
- Good understanding of the Council's services, priorities and operational context, and how employment law considerations support effective decision-making.
- Ability to engage and influence managers and colleagues through credible, authoritative and balanced professional advice.
- Strong analytical and problem-solving skills, with the ability to assess risk, interpret complex information and propose appropriate solutions.
- Ability to contribute to the development, implementation and review of policies and procedures, ensuring alignment with legal requirements, organisational objectives and good practice.
- Ability to plan, organise and manage a varied caseload, prioritising effectively to meet deadlines and deliver a high-quality service within a challenging and changing environment.
- Ability to support, mentor and guide colleagues, contributing to professional development, knowledge sharing and consistent team performance.
- Effective communication skills, including the ability to present complex information clearly to managers, stakeholders and professional audiences.
- Ability to build and maintain productive working relationships, both internally and externally, supporting collaborative and multi-agency approaches to resolving employment matters.
- Awareness of financial considerations relevant to legal services, including cost implications of case management and appropriate use of external legal support.
- Ability to identify emerging issues and areas of risk within employment workstreams and escalate appropriately to senior colleagues.

### Other essential requirements

- Commitment to equality and diversity.
- Commitment to health and safety.
- Display the LCC values and behaviours at all times and actively promote them in others.