



City of Westminster

Solicitor Licensing and Highways

What we value at Westminster

Westminster City Council believes in creating a City for All where people are born into a supportive and safe environment, grow and learn throughout their lives, build fantastic careers in world-leading industries, have access to high quality, affordable homes and retire into the community with dignity and pride.

We work together to adapt to the changing needs of our communities – resulting in a dynamic atmosphere where ambition, diversity and creativity are celebrated.

Our culture

At Westminster we have a culture of openness, transparency and integrity – where everyone has the opportunity to thrive and develop to be the very best.

The Westminster Way is the council’s commitment to our staff and is underpinned by three pillars:

- **Personal development:** Everyone has talent. We want everyone to thrive at Westminster and so we take the time to nurture talent – coaching and mentoring our people to be the very best.
- **Value our people and diversity:** Everyone is valued. We embrace our differences, to bring new perspectives to the future challenges of our city.
- **The Westminster Way of working:** Everyone is a leader. At Westminster we encourage everyone to develop themselves to have a growth mindset and an outward looking approach to provide the best service to our residents, businesses and visitors. We champion modern and agile working and an open and transparent outlook to the way we work.

In order to do the very best for our communities, we believe that our workforce should be representative of the people we work on behalf of, our residents. That’s why at Westminster we celebrate and embrace our differences.

We are passionate about creating a workplace where all can thrive, and where every single person has the opportunity to develop, grow and to be valued for their contribution.

<p>Portfolio/responsibilities of this role</p>	<ul style="list-style-type: none"> • To provide expert professional/technical legal advice and guidance to colleagues, managers and partner agencies to contribute to the delivery of both Councils' objectives and priorities; • To provide legal and procedural advice to Members and Officers relating to Licensing and Highways law matters including assets of community value
	<p>Budget Responsibilities - Nil</p> <p>Staffing £ Nil</p> <p>Procurement £ Nil</p> <p>Other £ Nil</p>
<p>What do we expect this role to achieve?</p>	<ul style="list-style-type: none"> • To provide the efficient and cost-effective delivery of legal services in the Licensing and Highways Team within a culture of customer focus, continuous improvement, service excellence and employee development; • To give adequate and timely legal advice to the Councils and their various departments on all matters relating to Licensing and Highways legislation; • To undertake complex and routine legal cases involving Licensing and Highways matters without day to day supervision and to manage time and responsibilities accordingly; • To conduct proceedings, public inquiries, appeals and judicial reviews in the Courts and before Tribunals and to appear as an advocate as appropriate; • To deal with all matters within the Team and to report to, liaise with and assist the Principal Solicitor, Chief Solicitors and Director of Law as necessary. The post holder's caseload will include high profile, politically sensitive and financially weighted cases; • To negotiate the most advantageous terms with external parties and attending meetings with Government Departments, other Local Authorities, other departments of the Councils and where appropriate other persons outside the Councils; • To draft, prepare and collate statements of case and other legal documentation, to advise on law and evidence, to interview witnesses and draft statements and affidavits and to have general conduct of all matters which are the responsibility of the post holder ensuring that time limits applicable to the case are complied with; • To draft and advise on reports for the Cabinet, Cabinet Members, Council Committees and Sub-Committees and to attend such committees and other meetings as the Director of Law may require; • To attend and act as one of the legal advisers at Council meetings and committees as and when required (which may

	<p>be held outside standard working hours) and to provide both legal and procedural advice to Members and Officers at these Committees;</p> <ul style="list-style-type: none"> • To ensure that all procedural/standing order requirements are complied with and to advise Members as necessary; • Where appropriate, and in accordance with the Services' protocol, to instruct Counsel and/or external solicitors; • To ensure proper records are maintained relating to all work undertaken; • To monitor changes in the law and practice as they effect the Team and implement changes when necessary. To inform the client departments of changes in the law and practice; • To meet monthly and annual chargeable hours targets; • To assist with developing and implementing office systems and ensuring that the most efficient and cost-effective procedures are adopted. Ensuring that LEXCEL requirements for file management are complied with; • To assist in identifying training needs for the Team and assist with Quality Management initiatives; • To undertake any of the responsibilities within this Job Description for any other Council or other body which the Authorities have agreed to provide such services to; • To undertake any other duties and requirements appropriate to the grading of the post
<p>Band/Salary range (Please advertise full green zone band)</p>	<p>Band 4 £47,568 - £53,574 "Salary is negotiable depending on experience within the green zone"</p>
<p>Work style</p>	<p>Agile and flexible working conditions</p>
<p>Your manager & team</p>	<p>Reports to Heidi Titcombe</p> <hr/> <p>Direct Reports: Nil</p>
<p>Experience</p>	<p>Essential:</p> <ul style="list-style-type: none"> • Demonstrable experience of dealing with and advising on Licensing and Highways matters and cases; <p>Desirable:</p> <ul style="list-style-type: none"> • Desirable to have experience of working within or for Local Government; • Desirable to have experience of representation at Courts, Tribunals and Inquiries, including undertaking public inquiries and judicial reviews

<p>Skills</p>	<ul style="list-style-type: none"> • Demonstrable ability to effectively communicate standard and complex legal issues to Members and officers and to provide cogent legal advice accordingly; • Demonstrable ability to work constructively with Council Members to a high degree of political sensitivity; • Knowledge of Licensing and Highways and related legislation and case law including assets of community value matters; • Broad knowledge of Local Government law (and in particular how decisions are made) or equivalent knowledge and willingness to learn; • Computer literate; • Negotiating skills; • Ability to work with minimal supervision; • Ability to communicate clearly and precisely <hr/> <p>Qualifications</p> <p>Essential: You will be a qualified Solicitor, Barrister or Fellow of CILEx entitled to practice in England and Wales</p>
<p>Corporate standards</p>	<ul style="list-style-type: none"> • Resources / Financial management We expect you to manage delegated budgets, funding and resources in line with our processes and our Westminster Way • Values and behaviours Our values and behaviours are at the heart of everything we do. We expect you to work in this Westminster Way empowering, engaging and encouraging your teammates to deliver our corporate vision. • Compliance We expect you to ensure legal, regulatory and policy compliance in area of your specialism, identifying opportunities and risks and escalate/report where appropriate. • Equality and diversity We value equality and diversity as a city council and we want you to support and promote this in your day-to-day work.
<p>Additional values and behaviours for Managers</p>	<p>People and Service Management</p> <ul style="list-style-type: none"> • Role model the Westminster Way: <ul style="list-style-type: none"> ○ Demonstrate inclusive leadership ○ Take the lead in driving initiatives ○ Be proactive in being forward and outward looking, by regularly investing in own development. • Driving forward performance by empowering staff to take the lead. Setting high standards, encouraging improvement and innovation. Supporting the team to achieve by adopting a coaching style of management • Having regular employee led conversations to develop our people – creating a safe environment for learning, taking time to

	<p>understand their strengths and motivations, stretching them and coaching them to achieve.</p> <ul style="list-style-type: none">• Managing budgets responsibly – planning, monitoring and adapting budgets to respond to changing priorities.• Delivering the Medium Term Plan• Working within the democratic framework - understanding the democratic process and its role in public organisations, anticipating Member needs and responding to their feedback.