

Job Description

Directorate:	Resources		
Service:	Legal Services		
Location:	County Hall, Preston		
Salary range:	£55,612 to £60,147	Grade:	12
Reports to:	Strategic Legal Manager	Staff responsible for:	2 direct reports

Job purpose and scope

One of the Council's senior professionals within Legal Services taking a leading role in Education related matters, heavily involved and integrated into the service, advising, influencing, shaping and challenging at senior levels to deliver an effective service. The post holder will also be responsible for the quality and professionalism of others, including a team of legal professionals and support staff, and for team management.

The post holder will require the highest level of professional expertise and experience within Education law, exercising a significant degree of independent professional responsibility and discretion. They will advise on a broad range of Education matters including, but not limited to, Special Educational Needs and Disabilities (SEND), school admissions, exclusions, safeguarding, attendance, school governance, academy conversion matters, judicial review proceedings, information governance issues affecting schools, and associated litigation.

The post-holder will provide day-to-day leadership and management of the Education Team and will be expected to exercise a high degree of professional judgement in interpreting legislation, case law, statutory guidance and Council policies and procedures.

Working closely with the Strategic Legal Manager, Head of Legal Services and Director of Law and Governance, the postholder will support the strategic management of Education legal services, provide leadership in relation to complex and high-profile matters and ensure effective management of legal risk.

The post holder will work collaboratively with Directors, Heads of Service, in-house services, schools and external stakeholders to ensure service improvement, ongoing compliance and delivery of strategic objectives.

Performance Indicators

- Quality of legal advice and service against legal, professional and best practice standards.
- Achievement of relevant service objectives and targets.
- Adherence to internal and external professional standards.
- Effective management of complex and high-risk litigation.
- Positive customer and stakeholder feedback.
- Delivery of service improvements and strategic objectives.
- Effective leadership and development of team members.
- Demonstration of the Lancashire Leadership 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

- Lead the Education Team within Legal Services, its people and resources, ensuring delivery of Council priorities, statutory duties and value for money.
- Determine how best to achieve objectives related to Education legal services, including development, implementation and communication of strategy, policy and business plans.
- Provide authoritative legal advice and representation in relation to all aspects of Education law.
- Lead on the most complex, high-profile and sensitive legal matters affecting Education Services.
- Advise Directors, senior officers, elected members and governing bodies on legal risk and strategic decision-making.
- Conduct and oversee litigation including judicial review proceedings, school admission and exclusion appeals, safeguarding matters and associated court proceedings.
- Manage and oversee the provision of external legal advice and counsel where required.
- Evaluate service provision and identify opportunities for improvement, innovation and transformation.
- Review management information requirements and ensure appropriate reporting

arrangements are in place for performance, risk and service planning.

- Represent the Council at external forums, conferences, professional networks and partnership meetings.
- Lead, develop and promote a culture of continuous professional development across the Education Team.
- Develop, manage and motivate a team committed to high standards of professional practice and customer service.
- Foster a positive and collaborative working environment which promotes accountability, development and innovation.
- Support and deputise for the Strategic Legal Manager, Head of Legal Services or Director of Law and Governance as required.
- Horizon scan legislative, regulatory and policy developments affecting Education services and advise the Council on implications and required actions.
- Support service transformation, strategic projects and corporate initiatives affecting Children and Education Services.

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 Education law.
- Extensive experience of advising local authorities, schools or public sector organisations on Education law matters.
- Demonstrable record of delivering high-quality services against challenging objectives and resources.
- Experience of engaging, guiding and influencing senior managers and decision-makers.
- Experience of leading, developing and motivating professional teams.
- Experience of managing complex Education litigation and dispute resolution processes.
- Experience of advising on SEND law, school admissions, exclusions, safeguarding and school governance.
- Experience of working across services to support delivery of corporate objectives.
- Experience of partnership working with schools, regulators and external stakeholders.
- Financial understanding of budgets and resource management.
- Experience of managing politically sensitive and high-profile matters.

Essential knowledge, skills & abilities



- Authoritative knowledge and understanding of Education law, statutory guidance and regulatory frameworks.
- Extensive knowledge of SEND legislation and practice, school admissions, exclusions, safeguarding and school governance.
- Comprehensive understanding of judicial review principles and public law decision-making.
- Ability to successfully influence key decision-makers at senior levels both within and outside the Council.
- Ability to provide strategic legal advice on highly complex and sensitive issues.
- Ability to lead, develop, manage and motivate professional teams in a complex and changing environment.
- Ability to build credibility quickly with senior managers, elected members and external stakeholders.
- Proven record of providing authoritative and decisive advice which influences strategic and operational decisions.
- Strong advocacy, negotiation and communication skills.
- Ability to manage legal risk and support robust corporate governance arrangements.
- Ability to effectively manage the provision of external legal advice and communicate that advice to senior stakeholders.
- Ability to identify emerging legal and operational risks affecting Education Services.
- Ability to scan the horizon and understand the implications of national policy developments and legislative reform.
- Strong analytical and problem-solving skills with the ability to develop practical and legally sound solutions.
- Excellent leadership, coaching and mentoring capabilities

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.
- This is an essential car user post
You will be required to provide a car for use in connection with the duties of this post and must be insured for business use. In certain circumstances consideration may be given to applicants who, as a consequence of a disability, are unable to drive

