

Job Description

Directorate:	Resources		
Service:	Law and Governance		
Location:	County Hall, Preston - Hybrid Working		
Salary range:	£66,336 - £72,150	Grade:	13
Reports to:	Head of Legal	Staff responsible for:	4 direct reports c.30 staff overall

Job purpose and scope

- Responsible for the strategic leadership and direct management of the Adult Social Care, Education and Employment Legal Teams and the School Appeals Team.
- The post holder will be the legal service directorate link for Adults, Education and People Services. The post holder will lead on the development, implementation and provide direction at a senior level to inform the service governance strategy.
- Work closely with senior and statutory officers, elected members, and other senior political stakeholders to deliver effective governance and legal services, ensuring compliance with legal and regulatory requirements.

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

- Influencing, shaping and contributing to the delivery of business plans, objectives and targets within the Adults, Education and Employment legal Teams.
- Provision of critical technical/specialist direction, advice and guidance to the Head of Service and the Director to support and decisively influence the decision-making processes.
- Development of strategy, new initiatives and new ways of working, in line with statutory/legislative/corporate changes.
- Support and influence the decision-making processes within the key operational service, through provision of critical direction, advice and guidance.
- Multi-agency working and the ability to influence partnership working with authoritative, credible and decisive input to support the key operational service.

- Provide sufficient and comprehensive advice in a current specialist area and anticipate and prepare recommendations in areas of developing legislation and good practice
- Provide advice on public law and governance issues, ensuring that decisions across Adult Social Care, Education, Employment and School Appeals are lawful, rational, procedurally fair, evidence-based and resilient to challenge, including judicial review and ombudsman scrutiny.
- Provide critical legal and governance advice on reports to Leadership Team, Boards, Cabinet and other decision-making bodies, ensuring lawful, rational and effective decision-making that supports Council priorities and objectives.

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 with Admitted Solicitor or Barrister (England and Wales) with a current practicing certificate. *
- Management qualification or equivalent experience.
- Evidence of Continuous Professional Development (CPD) in local government law and /or governance, and strategic and operational management.

Experience

- Substantial management experience in a legal services role within a local authority or similar public sector environment.
- A demonstrative record of delivering high quality services, advice and guidance

- Experience of working at a senior level with elected members to deliver outcomes.
- Engaging, advising, guiding and directing managers and team members on complex legal matters within a legal environment.
- Significant experience of partnership working and managing external relationships.
- Experience of leading, inspiring and motivating teams, colleagues and partners to drive service forward, achieving high quality delivery within reducing resources.

Essential knowledge, skills & abilities

- Excellent knowledge of the statutory legal basis and requirements of local authority decision making and governance.
- Working knowledge and practical experience of at least one of the legal disciplines managed by the post, namely Adult Social Care, Education, Employment or School Appeals law.
- Knowledge of public law and judicial review principles and their application within local government decision-making.
- Ability to develop, motivate and challenge teams in a changing environment.
- Ability to contribute to the delivery of high-quality services within challenging targets and budgets.
- Ability to advise the council, politicians, senior and statutory officers on complex legal and governance issues, to identify and deliver options and solutions.
- Ability to utilise significant judgement to lead the design and delivery of operational business plans, using creative and innovative thinking.

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

