



# Staffordshire Police - Role Profile

## Employment Lawyer

<b>Grade/Rank:</b>	I
<b>Directorate:</b>	DCC
<b>Reports to:</b>	Senior Lawyer
<b>Direct Reports:</b>	Lawyers and Legal Advisors

### Role Purpose

To provide cost effective, pragmatic and timely legal advice in order to support the Chief Constables and Police Crime Commissioners for West Midlands Police and Staffordshire Police.

This role is expected to manage a challenging Employment Tribunal and County Court caseload in a proactive manner. There will be other areas of work that is set out in the Key Responsibilities

The post holder will be expected to support the work of the Public Law team and will report directly into the Principal Lawyer of Joint Legal Services.

The role will require a hardworking, self-motivated individual who is content to work autonomously in order to support the wider Department. The role requires an effective communicator and someone with the ability to work well under pressure who is confident handling confidential and sensitive material.

### Key Tasks and Responsibilities:

Primary Areas: Employment & Pension & Judicial Reviews

The Post Holder will be expected to project manage a team of individuals on case work with the required legal area.

Evidence of successfully planning and organising work with short and long term timeframes.

Able to work without direct supervision and make complex decisions with guidance as necessary.

To advise the Chief Constables, their officers and staff together with the Office of the Police and Crime Commissioner for Staffordshire and the Office of the Police and Crime Commissioner for West Midlands Police (OPCC) on the law as it affects the running of the respective Forces.

To represent the Chief Constables and OPCCs before the appropriate Courts and Tribunals at Preliminary Hearings and Case Management Hearings. The post holder will also be expected to take on other matters falling within the remit of the wider Department as and when required under the direction of the Senior Lawyer.

Have conduct of cases and to be mindful of any potential conflict of interest and to take appropriate action;



To build relationships and work proactively in partnership and other organisations. E.g Trade Unions, work with Courts and Tribunal, the public and other bodies and authorities

Advise the Forces in respect of case developments that have a wider impact as necessary;

Provide advice and assistance to witnesses in support of Tribunals and Other hearings  
identify any high profile and/or high risk matters and manage such matters in an appropriate manner, recognising the need for sensitive handling;

Manage and draft pre-action responses;

Work closely with, and establish good working relations with other key departments in the Forces;

Work with external legal services (including Counsel) where necessary in the most cost-effective manner;

Provide pragmatic and realistic advice in order to ensure public confidence in the Forces is maintained;

Be mindful of the need to ensure that legal advice is provided in a cost effective and timely manner;

Ensure that any lesson learning is considered and fed back to the appropriate Force department.

Other: To carry out any other duties commensurate with the purpose and grading of the post that may from time to time be determined

And to be accountable for: (ie responsibilities held by others but measured and owned by this role)

Secondary Area: Misconduct, Data Protection and Disclosure

## Behaviours

The Behavioural Competency Framework (BCF) has six competencies that are clustered into three groups. Under each competency are six levels that show what behaviours will look like in practice.

This role should be operating at the following levels: 3 or 4

### **Resolute, compassionate and committed**

We are emotionally aware	Valuing Diversity	3
	Managing Sensitivities/Political Savvy	3
We take ownership	Customer Service	3
	Maintaining Accuracy/Sustainable Working	3



## Inclusive, enabling and visionary leadership

We are collaborative	Partner Working	3
	Managing Complexity/Strategic Planning	3
We deliver, support and inspire	(self) Leadership	3
	Supporting Colleagues/Coaching & Mentoring	3
<b>Intelligent, creative and informed policing</b>		
We analyse critically	Problem Solving	3
	Situational Judgement	4
We are innovative and open-minded	Continuous Improvement	3
	Futurology	3

## Education, Qualifications and Experience

Essential:	Desirable:
<ul style="list-style-type: none"> <li>It is essential that the post holder is a Solicitor, Barrister or Chartered Legal Executive</li> <li>To be able to demonstrate experience of advising on a range of Employment related matters.</li> <li>Knowledge of the appropriate legislation</li> </ul>	<ul style="list-style-type: none"> <li>The post-holder has experienced of working within Employment Law in a public sector setting</li> <li>Has knowledge of Misconduct, Data Protection and Judicial Review</li> <li>Experience of Advocacy in a Tribunal or Court Setting</li> <li>Experience of working with a case management system</li> <li>Clear and effective communication and interpersonal skills with the ability to work with a wide range of personnel across the two Forces.</li> </ul>

## Skills Matrix (See Skills Matrix)

Essential:	Desirable
<ul style="list-style-type: none"> <li>The ability to supervise and motivate para-legal staff</li> <li>Constructive approach to problem solving.</li> <li>Good time and file management skills with the ability to work calmly and effectively under pressure to deadlines.</li> <li>Good drafting skills with an eye</li> </ul>	<ul style="list-style-type: none"> <li>Has enthusiasm and potential for a successful career within the respective Police Forces</li> <li>Has an understanding of, and empathy for the Public Sector</li> <li>Copes well with change</li> </ul>



for detail.

- To be able to deal with sensitive and confidential information.
- To be able to work autonomously in support of the wider teams in the Department. To be able to take on new areas of work with minimal supervision.
- Excellent analytical skills, and can demonstrate sound and balanced judgement with good attention to detail and nuance
- An ability to work effectively as part of a team
- A high level of articulacy and communication skills, both verbal and written, with speech and written work concise, fluent and articulate
- Can deal with conflicting tasks and responsibilities concurrently , plan ahead and prioritise, and make best use of time and resources
- Take a pragmatic approach and be innovative, where appropriate
- Is able to display foresight, make realistic suggestions based on the evidence available and is prepared to take responsibility for decisions
- Is highly motivated, committed and willing to persevere
- Present a smart, professional, positive and acceptable image of the Division/Council to both internal and external customers
- Is able to cope under pressure and be able to deal with frustration and constructive criticism
- Has the ability to travel to



various external meetings/venues , within and outside the County, which could be at short notice and in response to tight timescales				
<b>Leadership Passport Level</b>	Practitioner s & Team Leaders	1 <sup>st</sup> Line Mngrs	2 <sup>nd</sup> Line Mngrs	Senior Mngrs
	1	2	3	4

\* Indicates that training will be provided as part of the role in this skill

### CPD Requirements

- The post holder will be based in Lloyd House, Birmingham but will be able to able to work from Staffordshire HQ and remotely
- The post holder will be required to travel to locations throughout the Forces area.
- Post holder may be required to work at weekends and on Bank/Public Holidays as necessitated by exigencies of the service.

### Professional Registration/Licences

- Full UK Drivers Licence

### Special Conditions

Own car for business use	Yes				
Higher level vetting required	No				
Requirement to wear Uniform	No				
Requirement for post entry training	Induction				
Fixed Hours	37				
Weekend working expected	If required				
Shift allowance	No				
Fixed term or temporary role	Perm				
Politically Restricted	Yes				
On call/standby rota	No				
Flexitime Role	Yes				
Notice Period	1 week	28 Days	1 month	<b>3 months</b>	