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| |  | | --- | |  | | **PLANNING & HIGHWAYS LAWYER**  Thank you for your interest in applying for the above post. Please find attached the Job Description and Person Specification for the role. | | **Working for Stockport Council** | | **Macintosh SSD:Users:tony.collinge:Desktop:values_job_description:STAR_logo_and_values.jpg**  Stockport Council has 4 core values that run through everything we do and are known as the Stockport Way of doing things. As an organisation we stay true to them no matter what challenges we face. The values came from colleagues and were developed through workshops and consultation across the Council.  [This video,](https://play.buto.tv/3My87) produced 'in house' and featuring colleagues from across the Council, explains each value and shows how colleagues are living these values each day.  As a new colleague the Council will expect you to work in accordance with these values. We also have policies and procedures around health, safety and welfare, customer care, emergency, evacuation, security and promotion of the Council’s priorities which we expect you to adhere to. These will be explained in detail to you as part of your induction process.  You can find out more about working for Stockport Council, and some of the benefits we offer employees, online at <https://greater.jobs/locations/stockport/> |   green band epsStockport Council  **Job Description** | |
| Post Title: CSS Manager Band 4 (Specialist) – Planning & Highways Lawyer  **Service Area:** Legal and Democratic Governance  **Directorate:** CSS  **Team:** Legal – Planning & Highways | Salary Grade: MB4 |
| **Post Reports to:** Head of Planning & Highways Legal Team  **Post Responsible for:** n/a | |
| **Main Purpose of the Job:**  To provide legal advice and support to the planning and highways officers, to Councillors and the public.  In addition, as a CSS manager at this grade you will provide senior leadership and management, or provide technical or professional advice that will directly inform senior decision making across the organisation, and make decisions and support others below your grade. | |
| **Summary of responsibilities and key areas:**  You will:-   * Manage cost effective Corporate and Support Services, taking a holistic, joined up view of service design, delivery and evaluation. The services you are responsible for may change. * Manage resources, risk and programmes of work, or give technical or professional advice to the organisation in order to meet statutory or local requirements. * Ensure that the Council manages its resources effectively, delivering value for money, exploiting opportunities to drive out inefficiencies and generating income where appropriate. | |
| **Job activities:**  Provide high quality legal advice to the Place Directorate in relation to Planning & Highways matters  **Main Duties and Responsibilities:**     1. To provide planning and highways advice and information to officers, members and committees to enable them to perform the Council’s planning and highway functions and lawfully achieve its objectives 2. To conduct on behalf of the Council planning inquiries and appeals (with Counsel support as appropriate) 3. To conduct on behalf of the Council highway inquiries and appeals (with Counsel support as appropriate) 4. To conduct on behalf of the Council public right of way inquiries and appeals (with Counsel support as appropriate) 5. To draft enforcement notices and prosecutions 6. To draft public right of way notices and orders in accordance with the set procedures and timescales 7. To advise on planning and highway legislation, guidance, regulations and codes of practices and recommend appropriate course of action to enable the Council to lawfully carry out its functions and objectives 8. To attend court and advocate on planning and highway prosecutions on behalf of the Council 9. To attend Area Committees to submit reports on behalf of Legal Services where applicable 10. To attend Planning & Highway Regulation Committee and provide legal advice to the chair of the committee and report on legal appeals and enforcement matters in the Borough 11. To advise on planning and highway appeal statements, liaise with Council witnesses and obtain and draft witness statements 12. To manage proofs of evidence, submission and appropriate dissemination 13. To negotiate, draft and settle legal documents, primarily planning and highways agreements on behalf of the Council 14. To support the public rights of way team in the maintenance of the Ddefinitive map and statement 15. To assist and support operational officers with the preparation of and advise on the content of briefing papers, Committee reports, meeting minutes relating to planning & highways matters 16. Managing monthly reports for committee 17. Managing annual reports for the Planning Inspectorate 18. To supervise appropriate members of the team 19. To manage dissemination of appeal decisions to appropriate members 20. To manage complaints/objections and decisions on planning and highway matters 21. To support client sections and services in the delivery of training courses for officers 22. To support client sections and services in the delivery of compulsory and non- compulsory training courses for committee members 23. To keep up to date with local and national policy issues including consultations and proposed changes in legislation 24. To assist the Head of Legal and Planning & Highways Team in new ways of working and use of technology where appropriate 25. To remain politically aware and unbiased at all times 26. To Assist in other areas of Legal Services where specific projects are being undertaken or where staff shortages occur 27. To adhere to the Service Level Agreements with client departments 28. To undertake such other duties related to the work of the section appropriate to the post as may be assigned | |
| **Additional responsibilities:**  To work positively and inclusively with colleagues and customers so that the Council provides a workplace and delivers services that do not discriminate against people on the ground of their age, sexuality, religion or belief, race, gender or disabilities.  To fulfill personal requirements, where appropriate, with regard to Council policies and procedures, standards of attendance, health, safety and welfare, customer care, emergency, evacuation, security and promotion of the Council’s priorities.  To work flexibly in the interests of the service. This may include undertaking other duties provided that these are appropriate to the employee’s background, skills and abilities. Where this occurs there will be consultation with the employee and any necessary personal development will be taken into account. | |

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Stockport Council

Competency Person Specification

The criteria listed below represent the most important skills, experience, technical expertise and qualifications needed for this job role.

Your application will be assessed against these criteria to determine whether or not you are shortlisted for interview.  Any interview questions, or additional assessments (tests, presentations etc) will be broadly based on the criteria below.

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| **Competency** | **Essential or Desirable** |
| To work to the Council’s values and behaviours:   * To keep the people of **Stockport** at the heart of what we do * To succeed as a **team**, collaborating with colleagues and partners * To drive things forward with **ambition**, creativity and confidence * To value and **respect** our colleagues, partners and customers | Essential |
| Significant and recognised experience and expertise in a relevant environment (at least 2 years post qualification experience | Essential |
| Experience of managing multiple, complex projects and/or a diverse workload, achieving objectives to time and quality | Essential |
| Experience of developing, shaping and implementing complex or large-scale strategies, practices, and interventions preferably within a political environment. | Essential |
| Experience of working with a range of internal and external stakeholders to work collaboratively, manage and implement change, working flexibly and developing innovative approaches. | Essential |
| Experience of evaluating options, assessing risk and determining appropriate actions. | Essential |
| Experience of supporting and developing teams and individuals to maximise potential and achieve objectives. | Essential |
| Experience of effectively managing resources to achieve value for money and provide a high quality service. | Essential |
| Experience of effective staff management. | Desirable |
| Experience of working in a local government, public sector or similar environment. | Desirable |
| Strong leadership and management skills with well-developed negotiating and influencing skills. | Essential |
| Excellent interpersonal skills with the ability to relate to all levels within the organisation and with partner agencies. | Essential |
| Strong programme / project management skills. | Essential |
| Strong analytical skills with the ability to quickly establish key issues. | Essential |
| Effective oral and written communication skills with a confident presentational style | Essential |
| Legal qualification – admitted solicitor, barrister, fellow of institute of Legal Executives or senior paralegal | Essential |
| CPD requirements of relevant professional body up to date | Essential |