

## **Prosecutions Lawyer - Litigation Team**

**Salary: Band: 10**, £42,838 - £47,181 p.a. - qualified lawyer (solicitor or barrister)

**Band: 11**, £47,181 - £51,356 p.a. - qualified lawyer (solicitor or barrister)

**Band: 12**, £52,412 - £56,759 p.a. - 2 - 4 years post-qualification experience

**Hours:** Full time (37 hours per week)

**Contract:** Permanent

Qualifying Practising Certificate required.

DBS Disclosure at Standard level will be required prior to any offer of employment and this post is exempt from the Rehabilitation of Offenders Act 1974.

### **The Service**

As a service we take pride in our work by valuing others, focusing on what's important so that we make a real and positive difference. Our values are outlined in our Ways of Working and our Guiding Principles and if they reflect who you are and how you work then this could be the role that meets your expectations. Legal Services comprises a dedicated team of approximately 40 lawyers and assistant staff who provide the full range of commercial and litigation support to various council departments.

### **What is the role?**

We are looking for an enthusiastic, motivated and highly skilled professional to join the Litigation Team to provide quality advice, support and training to various departments of the council. Work will be allocated by the Principal Solicitor- Litigation and as required by the City Solicitor and his Deputy when required.

You will run your own caseload related to all areas of criminal and civil litigation work which will primarily focus on prosecutions and may also include housing, education, debt recovery, property and construction disputes. Work will be allocated by the Principal Solicitor (Litigation).

You will be required to progress cases through Court and Tribunal on behalf of the Council (Magistrates', County Court and First Tier Tribunal) and will be dealing with general queries across a wide range of issues.

This role will involve advocacy in the Magistrates' Court and County Court. The role will require an ability and desire to "mentor" junior lawyers with respect to Court /advocacy practice, Court processes, tactics and commerciality/risk. The role is very much one that will allow a candidate when in post to scope as he or she sees under the guidance of more senior colleagues.

### **Who is the person?**

You need:

1. A Qualifying Practising Certificate.
2. Experience of criminal litigation or able to demonstrate a strong willingness to develop expertise in this area (appropriate support and training is available). Experience across a number of other areas of civil litigation would also be advantageous, ideally within a local government setting. However, relevant or useful experience obtained within private practice or industry is equally valuable.
3. Experience of advocacy within a Court or Tribunal setting is desirable, though a willingness to develop these skills is also welcomed (appropriate support and training is available). Should training be required do not be put off from applying.
4. An ability to work independently but within a team environment.
5. An interest in working on a wide variety of contentious matters.
6. An interest in developing inter-disciplinary legal skills.
7. To be organised with a good attention to detail and the ability to work on your own initiative. You will be able to prioritise your own caseload as you will be dealing with a varied workload within a fast-paced environment. Your case load will be looked at and you will be supported until fully able to contribute to the practice as a "stand alone" member.
8. To be an effective communicator with strong influencing skills, capable of building and maintaining positive working relationships on behalf of Legal Services across our client departments and at all levels of the organisation. The postholder must also be able to present cases to Magistrates and Judges in a clear, confident and professional manner. Again, training and support will be available. The role requires regular in-person attendance at court hearings and as part of our hybrid working arrangements the postholder must be willing to attend the office a minimum of two days per week, either for court commitments or office-based work.
9. The ability to converse easily with clients and provide advice in accurate spoken language is essential for the post.
10. An excellent standard of literacy with the ability to draft legal documents and correspondence to a professional standard.
11. To be responsible and accountable for the delivery of your personal tasks and outcomes whilst ensuring work is completed within agreed timescales with excellent outcomes
12. An understanding of working in a politically sensitive environment would be useful.
13. A good working knowledge of Microsoft packages.

14. To be able to demonstrate evidence of your knowledge of legal work and ideally litigation.
15. To be adaptable to the changing needs of the service and to support the Council's core business priorities.
16. To be committed to working effectively with colleagues to deliver an effective, efficient, and excellent legal service, and engaging with internal and external stakeholders.
17. A consistent, proactive and flexible attitude to enable you to support your colleagues in a team environment.
18. To take pride in your and the team's success with a positive and energetic attitude.
19. To be committed to developing skills and knowledge of additional legal disciplines relevant to the work of the team.
20. To promote and maintain effective working practices, such as compliance with LEXCEL practice accreditation
21. To be committed to delivering exceptional legal services.
22. An ability to record time within a case management system is required as is an ability to look at matters upon a commercial basis. You will be required to adhere to an office practice standard that being Lexcel.

**You will be responsible for paying for your own practise certificate.**

### **General Data Protection Regulation (GDPR)**

As part of any recruitment process, Portsmouth City Council collects and processes personal data relating to job applicants. Portsmouth City Council is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations under the General Data Protection Regulations (GDPR).

Completing and sending an application in for a vacancy is your consent for us to process your data for the purpose of recruitment. Your data is not used in any other way, and you can withdraw your consent at any point in the recruitment process and we will destroy or delete your information.

For more detailed information on what we collect, how we use, store, delete data and your rights you can access a privacy statement on our Job board.

**You will need to demonstrate that you have the Right to Work in the UK. No post will be offered without it.**