



East Cambridgeshire
District Council

Senior Lawyer

Post number: LGS016

Salary: Scale 8

Date: September 2026

Service area: Legal Services

Reports to: Director Legal

Job profile

Purpose

To be a key member of the Council's Legal Services team, which provides a high quality and comprehensive legal service to the Council. Officers and Members in all areas of local government work; in particular (but not limited to) the areas of conveyancing (including leases), planning obligations, civil and criminal litigation and contracts.

Dimensions

The postholder will report to the Director Legal and will not directly be responsible for managing staff or budgets.

Main duties and responsibilities

- Work on your own initiative and undertake all work assigned in a competent professional manner, including drafting legal documentation, correspondence and reports upon instructions.
- Carry out with care and accuracy the conveyancing (including leases), related property documents and any appropriate administrative procedures in connection with the acquisition and disposal of property or interests in such property.
- Carry out with care and accuracy the negotiation and drafting of obligations under s106 Town and Country Planning Act 1990 (as amended).



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- Carry out with care and accuracy the drafting of pleadings, preparations and conduct of litigation in the civil and criminal courts (including instruction of barristers if required).
- Carry out with care and accuracy the drafting and completion formalities for contracts, drafting contracts, documentation, correspondence, advice and reports upon instructions, under direction/or on own initiative where appropriate.
- Represent the Director Legal/the Council in Inquiries and Tribunals as may be required.
- Attending meetings as required on behalf of the Director Legal and to provide legal advice and to undertake working arising as appropriate.

In all the above cases, to provide timely and accurate legal advice to Committees, Members, Corporate Management Team and officers in relevant services in relation to the assigned work in accordance with agreed performance indicators.

- Make a positive contribution to the formulation and implementation of the departmental policies and procedures.
- Respect all confidentiality and principles and practice of the General Data Protection Regulations ("GDPR") and Data Protection Act 1998.
- Participate in training and exercises in support of the Council's preparations for responding to civil emergencies within the district.
- Carry out any other reasonable duties as required by the Director Legal.

Special conditions

The postholder will be required to maintain absolute confidentiality and exercise sound judgement and discretion at all times. The role may require attendance at meetings or events outside standard working hours, subject to business need. The postholder must be able to manage competing deadlines, adapt to changing priorities and work effectively with senior officers, elected members and external stakeholders.

Politically restricted post.

Pre-employment checks

None.

Business Travel

Casual car user. Business travel may be required to attend meetings, events, conferences or stakeholder engagements. Any travel will be undertaken in accordance with council policies and procedures.



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Person Specification

Qualifications

Description	Essential or desirable	Assessed through the application form or through the interview
Admitted Solicitor or Fellow of Chartered Institute of Legal Executives	Essential	Application/ Interview
Good standard of general education	Essential	Application

Experience

Description	Essential or desirable	Assessed through the application form or through the interview
Knowledge of local government law and practice	Essential	Application
5 years post qualification experience, preferably in local government	Desirable	Application/ Interview
Experience of working in Local Government	Desirable	Application
Effective advocacy and presentation skills	Essential	Interview
Experience of advising at Committees	Desirable	Application/ Interview



Knowledge, skills and abilities

Description	Essential or desirable	Assessed through the application form or through the interview
Excellent oral and written communication skills with a diverse range of people and organisations	Essential	Application/ Interview
Complex legal knowledge, including the following areas: conveyancing/leases, planning obligations, civil & criminal litigation, contracts	Essential	Application/ Interview
Proficient in the accurate and skilful drafting and issue of legal documentation	Essential	Application/ Interview
Ability to prioritise and manage own work and work to constant and moving deadlines	Essential	Interview
Proficiency in Microsoft Office and willingness to be trained on the Council's IT systems	Essential	Application/ Interview
Excellent organisational skills to ensure deadlines are met	Essential	Interview



Personal Attributes

Description	Essential or desirable	Assessed through the application form or through the interview
Self-motivated and "can do" attitude	Essential	Interview
Able to work accurately and to tight deadlines	Essential	Interview
Flexible approach to working outside immediate areas of expertise	Essential	Interview
Customer focused and committed to the provision of quality service	Essential	Interview
High level of attention to detail	Essential	Interview
Team player	Essential	Interview