

Disgrifiad Swydd

Teitl y Swydd	Rheolwr Corfforaethol – Gwasanaethau Cyfreithiol
Gwasanaeth	Cyfreithiol a Llywodraethu
Graddfa	15
Pwynt/iau Cyflog	47 - 49
Cyflog	Gradd 15 (pwyntiau 47– 49 ar y golofn gyflog) £58,823 - £60,986 y flwyddyn pro rata
Pwrpas y Swydd	• bod yn Rheolwr i Wasanaethau Cyfreithiol y Cyngor • darparu Gwasanaeth Cyfreithiol effeithlon ac effeithiol • gweithredu fel Dirprwy Swyddog Monitro pan fo angen • bod yn gyswllt allweddol â'r Swyddogion Arweiniol Corfforaethol a gweithio gyda Rheolwyr Corfforaethol eraill i sicrhau bod timau'n cael eu rheoli'n gyson i gyflawni'r amcanion strategol a chorfforaethol a bod y rhain yn cael eu cydlynu a'u gweithredu'n effeithiol ym mhob maes gwasanaeth • er bod gan Reolwyr Corfforaethol gyfrifoldeb penodol i reoli tîm neu swyddogaeth, mae ganddynt gyfrifoldeb corfforaethol i sicrhau bod holl weithgarwch a chamau'r Gwasanaeth yn cael eu rheoli i gefnogi amcanion a safonau strategol y Cyngor • bydd angen gweithio'n greadigol a chefnogi'r nod strategol sef bod gwasanaethau a thimau Cyngor Sir Ceredigion yn cyflawni'r safonau perfformiad uchaf posib
Lleoliad Gwaith Cytundebol	Penmorfa
Oriau Gwaith	37 awr
Math o Gytundeb	Llawn-amser
Hyd y Cytundeb	Parhaol
Teitl swydd y Rheolwr Llinell	Swyddog Arweiniol Corfforaethol
Cyfrifoldebau Goruchwyllo / Rheoli	Bod yn Rheolwr llinell uniongyrchol i dri uwch gyfreithiwr. Bod yn Rheolwr llinell anuniongyrchol i'r tîm cyfreithiol (9)
Atebolrwydd	I'r Swyddog Arweiniol Corfforaethol – Gwasanaethau Cyfreithiol a Llywodraethu
Telerau Cytundebol sy'n Gysylltiedig â'r Swydd	Tystysgrif ymarfer Bydd gofyn cael Gwiriad Safonol gan y Gwasanaeth Datgelu a Gwahardd (DBS) ar gyfer y swydd hon.

Dyletswyddau a chyfrifoldebau

PRIF GYFRIFOLDEBAU:

Rheoli

- rheoli'n uniongyrchol Uwch-gyfreithwyr (hyd at 3 ohonynt)
- rheoli'n anuniongyrchol, goruchwyllo a mentora staff y Gwasanaethau Cyfreithiol (hyd at 9) gan gynnwys cyfreithwyr, gweithredwyr cyfreithiol a pharagyfreithwyr
- sicrhau bod diwylliant sy'n canolbwyntio ar y dinesydd yn cael ei hyrwyddo bob amser
- cynorthwyo'r Swyddog Arweiniol Corfforaethol i ddatblygu cynigion a chynlluniau busnes ar gyfer gwasanaethau penodol
- cyfrannu at sefydlu, monitro a rheoli cyllidebau gwasanaethau, a chefnogi a chynghori rheolwyr ynghylch paratoi a monitro cyllidebau ar gyfer timau/gwasanaethau
- rhoi cyngor a chymorth proffesiynol yn fewnol ac yn allanol fel y bo'n briodol, a nodi opsiynau ar gyfer gweithredu
- gweithio gyda'r Swyddogion Arweiniol Corfforaethol a'u cefnogi gan roi cyngor a chymorth angenrheidiol mewn meysydd arbenigol a hynny er mwyn llunio a gweithredu polisiau perthnasol ac effeithiol
- cynnal a hyrwyddo perthynas waith agos â rhanddeiliaid mewnol ac allanol, Aelodau Etholedig, cydweithwyr a sefydliadau allanol
- gweithio ar y cyd â sefydliadau eraill i gyflawni'r buddion mwyaf posib i'r Cyngor a thrigolion Ceredigion
- eirioli barn y gwasanaeth i gyrrff mewnol ac allanol o dan arweiniad yr uwch-reolwyr

Rheoli ansawdd a pherfformiad

- sicrhau bod anghenion y cwsmeriaid yn cael eu deall a'u diwallu yn llawn wrth ddarparu, hyrwyddo a gwella gwasanaethau
- sicrhau bod gwasanaethau yn cael eu rheoli a'u darparu mewn ffordd gydgysylltiedig ac yn cydymffurfio â'r polisiau a'r safonau cytûn, a hefyd yn unol â phrosesau llywodraethu democrataidd y Cyngor
- cynorthwyo'r Swyddog Arweiniol Corfforaethol i sicrhau bod polisiau a gweithdrefnau'n cael eu diweddarau i adlewyrchu'r ddeddfwriaeth gyfredol a'r arfer gorau
- gwerthuso ac adrodd yn rheolaidd ar berfformiad y tîm ar sail cynlluniau statudol ac anstatudol, cynlluniau busnes a dangosyddion perfformiad
- cynorthwyo i nodi, caffael a dosbarthu adnoddau i'r tîm a'r gwasanaeth i gyflawni ei amcanion
- cynorthwyo i nodi a mynd ar drywydd ffynonellau cyllid allanol a ffyrdd amgen o ddarparu gwasanaethau e.e. gweithio mewn partneriaeth i ddarparu gwasanaethau'r Cyngor
- cynorthwyo'r Swyddog Arweiniol Corfforaethol i ddilyn tirwedd cyfnewidiol gwasanaethau cyhoeddus ac ymchwilio i arferion cenedlaethol a lleol o ddarparu gwasanaethau, a hynny i archwilio a datblygu ffyrdd arloesol o ddarparu gwasanaethau
- cydnabod perfformiad da a mynd i'r afael â pherfformiad gwael yn gadarnhaol ac yn effeithiol er mwyn sicrhau perfformiad o safon gan holl staff y tîm a'r gwasanaeth
- cadw golwg ar risgiau'r gwasanaeth, gan gynnwys cwynion
- gweithio gyda Rheolwyr Corfforaethol eraill i ddarparu gwasanaethau effeithiol ac effeithlon ar ran y Cyngor
- bod yn barod i ymateb yn gyflym ac yn hyblyg i anghenion y Cyngor, ei gwsmeriaid a'i bartneriaid
- hyrwyddo cyfle cyfartal wrth ddarparu gwasanaethau ac o ran arferion cyflogaeth, fel bod y Cyngor yn bodloni ei rwymedigaethau moesol a chyfreithiol fel cyflogwr cyfle cyfartal
- ymgymryd ag unrhyw ddyletswyddau eraill sy'n gymesur â lefel a disgwyliad y swydd, gan gynnwys cynllunio at argyfyngau; rheoli a chydlynu ymatebion; rheoli risgiau; a diogelu

Cyfathrebu

- adolygu'r dulliau presennol o gyfathrebu â staff i sicrhau bod y rhain yn effeithiol ac yn annog adborth dwy-ffordd
- hyrwyddo diwylliant o gyfathrebu'n fewnol ac yn allanol i gynorthwyo'r Swyddog Arweiniol Corfforaethol i gynnal cyswllt effeithiol ag Aelodau Etholedig, a lle bo'n briodol, darparu gwybodaeth a chynghor cynhwysfawr fel bod materion angenrheidiol yn cael eu cyfeirio at yr Aelodau mewn modd amserol

Swyddogaethol – Dirprwy Swyddog Monitro

- gweithredu fel Dirprwy Swyddog Monitro yn Absenoldeb y Swyddog Monitro, yn ôl y gofyn
- wrth weithredu fel Dirprwy Swyddog Monitro, mynychu cyfarfodydd, rhai cyhoeddus a chyfarfodydd eraill megis cyfarfodydd rhanbarthol/partneriaethol/cydbwyllgorau
- wrth weithredu fel Dirprwy Swyddog Monitro, rhoi cynghor ar lywodraethu yn gyffredinol, y Cyfansoddiad ac i'r Aelodau ar eu Côd Ymddygiad

Swyddogaethol – Gwasanaethau Cyfreithiol

- bod yn gyfrifol am y Gwasanaeth Cyfreithiol yng Nghyngor Sir Ceredigion
- bod yn rheolwr arweiniol i'r Gwasanaeth Cyfreithiol yn y Cyngor
- sicrhau bod y Gwasanaeth Cyfreithiol yn cael ei reoli'n effeithiol ac effeithlon
- nodi gofynion proffesiynol a rheoleiddiol, ac arferion gorau, mewn gwasanaethau cyfreithiol a chyfrannu at ddatblygu a gweithredu safonau priodol o ran cydymffurfiaeth
- dirprwyo ar ran y Swyddog Arweiniol Corfforaethol - Gwasanaethau Cyfreithiol a Llywodraethu, yn ôl y gofyn
- rhoi cynghor ac arweiniad cyfreithiol arbenigol, proffesiynol ac amserol i Aelodau a Swyddogion y Cyngor
- gweithredu fel y prif gynghorydd cyfreithiol ar bob lefel o gynrychiolaeth y Cyngor
- cynghori'r Cyngor mewn perthynas â materion llywodraethu corfforaethol, a chynorthwyo'r swyddog Monitro i adolygu Cyfansoddiad y Cyngor o bryd i'w gilydd
- bod yn gyfrifol am weithredoedd a dogfennau'r Cyngor, a rheoli'r gofynion o ran selio a chadw'r gofrestr seliau yn ddiogel
- goruchwyllo'r gwaith o ymdrin â chwynion sy'n berthnasol i'r Gwasanaethau Cyfreithiol
- cynrychioli'r Cyngor mewn cyfarfodydd rhanbarthol, partneriaethol neu gydweithredol
- archwilio dulliau newydd neu amgen o adolygu polisïau a gweithdrefnau e.e. dehongli deddfwriaeth neu gyfraith achos a hynny i gyfrannu'n gadarnhaol ac yn effeithiol at ddatblygu polisïau a strategaethau'r Cyngor, gan adlewyrchu'r arferion gorau a'r ddeddfwriaeth
- nodi a dod o hyd i gyllid allanol amgen a ffyrdd o ddarparu gwasanaethau o fewn y Gwasanaethau Cyfreithiol.

Cyfeirnod at Ddibenion Gwerthuso Swyddi

JD 1237-01

Manyleb y Person

Gofynion Hanfodol	
Cymwysterau Academaidd / Proffesiynol / Technegol / Galwedigaethol	Addysg i lefel gradd mewn pwnc perthnasol, neu brofiad cyfatebol. Aelodaeth o'r Awdurdod Rheoleiddio Cyfreithwyr neu Gorff Proffesiynol perthnasol. Tystysgrif ymarfer gyfredol neu dystysgrif gyfatebol. Cyfreithiwr / Bargyfreithiwr / Gweithredwr Cyfreithiol cymwys. Tystiolaeth o Ddatblygiad Proffesiynol Parhaus. Cymhwyster ôl-raddedig yn y Gyfraith neu gymhwyster cyfwerth.
Sgiliau ieithyddol Cymraeg:	Rhaid i chi feddu ar y sgiliau ieithyddol canlynol pan fyddwch chi'n dechrau ar y swydd / Bydd angen y sgiliau ieithyddol canlynol o fewn dwy flynedd i'ch penodi. Gwrando a Siarad Lefel 3: Medru deall a chymryd rhan yn y rhan fwyaf o sgysiau arferol o ddydd i ddydd yn y swyddfa. Medru cynnig cyngor i'r cyhoedd ar faterion cyffredinol mewn perthynas a'r swydd, er yn gorfod troi i'r Saesneg ar gyfer termau technegol neu arbenigol. Medru cyfrannu i gyfarfod neu gyflwyniad ar faterion cyffredinol mewn perthynas a'r swydd, er yn gorfod troi i'r Saesneg ar gyfer termau technegol neu arbenigol. Sgiliau Darllen Lefel 2: Gallu deall y rhan fwyaf o adroddiadau byr a chyfarwyddiadau arferol o fewn arbenigedd y gwaith, a bod digon o amser wedi ei ganiatáu. Sgiliau Ysgrifennu Lefel 2: Medru llunio neges fer syml ar bapur neu e-bost i gydweithiwr o fewn y Cyngor neu gyswllt cyfarwydd y tu allan i'r Cyngor.
Sgiliau ieithyddol Saesneg:	Rhaid i chi feddu ar y sgiliau ieithyddol canlynol pan fyddwch chi'n dechrau ar y swydd / Bydd angen y sgiliau ieithyddol canlynol o fewn dwy flynedd i'ch penodi. Gwrando a Siarad Lefel 5: Medru cyfrannu'n rhugl a hyderus yng nghyswllt pob agwedd ar y gwaith beunyddiol, gan gynnwys trafod a chynghori ar faterion technegol, arbenigol neu sensitif. Sgiliau Darllen Lefel 5: Gallu deall adroddiadau, dogfennau ac erthyglau y mae'n debygol o ddod ar eu traws yn ystod y gwaith, gan gynnwys cysyniadau cymhleth wedi'u mynegi yn nhermau astrus. Sgiliau Ysgrifennu Lefel 5: Medru llunio gohebiaeth fusnes, adroddiadau byr, negeseuon e-bost a llenyddiaeth hysbysrwydd i safon dderbyniol gyda chymorth cymhorthion iaith. Medru llunio nodiadau manwl tra'n cymryd rhan lawn mewn cyfarfod.

Sgiliau Ymarferol / Personol	• gallu rhoi cyngor perthnasol, clir, cadarn ac awdurdodol mewn unrhyw sefyllfa • gallu ysgrifennu adroddiadau o ansawdd a chyflwyno'r rhain i gynulleidfaoedd priodol • meddu ar ddealltwriaeth drylwyr o'r gwaith o osod amcanion corfforaethol • medru ysgogi a mentora staff yn y Gwasanaethau Cyfreithiol drwyddi draw • ymrwymo i godi proffil a statws y Gwasanaethau Cyfreithiol o fewn y sefydliad • sgiliau rheoli ac arwain cryf gyda'r gallu i feddwl yn greadigol ac yn arloesol a chymryd camau effeithiol gan fod yn agored i syniadau newydd • sgiliau trefnu a chyfathrebu rhagorol • gallu gweithio o dan bwysau i fodloni amserlenni tynn • ymrwymo i gynnal egwyddorion cydraddoldeb ac amrywiaeth • meddu ar ddealltwriaeth o rôl aelodau etholedig a'r broses o wneud penderfyniadau mewn amgylchedd gwleidyddol • gwybodaeth drylwyr o'r fframweithiau polisi cenedlaethol y mae'r Cyngor yn gweithredu oddi mewn iddynt • sgiliau Cyfathrebu Rhagorol • ymrwymo i egwyddorion ac arferion gofal cwsmeriaid gan sicrhau y darperir gwasanaethau o'r radd flaenaf gan gydnabod ei effaith ar ddefnyddwyr gwasanaethau • deall yn llwyr meysydd deddfwriaeth a rheoleiddio o ran eu hymwneud â'r Gwasanaethau Cyfreithiol • tystiolaeth o ddatblygu polisïau a gweithdrefnau yn llwyddiannus mewn meysydd o gyfrifoldeb penodol gan arwain at ganlyniadau o safon
Profiad Hanfodol	Rheoli • profiad o reoli tîm/swyddogaeth yn llwyddiannus a dangos eich bod wedi llwyddo i ddylanwadu ar berfformiad neu welliant • profiad helaeth a llwyddiannus o reoli gan gynnwys tystiolaeth o ymrwymiad, menter, gweledigaeth a hyblygrwydd • profiad a gwybodaeth o egwyddorion rheoli e.e. arwain, cydweithio mewn tîm, gweithio mewn partneriaeth, dirprwyo, goruchwyllo, cynllunio, mentora a chyllidebu • profiad o reoli adnoddau dynol ac ariannol yn unol â pholisïau a'r blaenoriaethau y cytunwyd arnynt, ac o fewn fframwaith ffurfiol cost a safonau ansawdd • profiad o reoli newid o fewn gwasanaeth i adlewyrchu newidiadau yn y gyllideb neu yng ngofynion y gwasanaeth • hanes o arwain a rheoli a llwyddo i wella timau yn barhaus

Hyfforddiant/addysg y mae'n ofynnol eu cyflawni/mynd ati i'w cyflawni ar gyfer y swydd	Hyfforddiant gorfodol yn ôl y gofyn.
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Gofynion Dymunol	
Cymwysterau / Hyfforddiant	
Sgiliau Ymarferol / Personol	• o leiaf pum mlynedd o brofiad perthnasol o reoli (ystyrir cyfrifoldeb goruchwyllo o sylwedd hefyd) • profiad o weithio o fewn llywodraeth leol gan gynnwys ymwybyddiaeth a sensitifrwydd o gyd-destun gwleidyddol y rôl • profiad o weithio'n effeithiol mewn amgylchedd gwleidyddol

Job Description

Post Name	Corporate Manager – Legal Services
Service	Legal and Governance
Grade	15
Spinal Point/s	47 - 49
Salary	Grade 15 (SCP 47– 49) £58,823 - £60,986 per annum
Job Purpose	• to act as the Council's Legal Services Manager • to provide efficient and effective Legal services • to act as Deputy Monitoring Officer when required • to provide a key link with Corporate Lead Officers and to work with other Corporate Managers in ensuring that teams are managed consistently to meet strategic and corporate objectives and that these are effectively coordinated and implemented across all service areas • whilst Corporate Managers have specific responsibility to manage a team and/or function, they have a corporate responsibility to ensure that all service activities and actions are managed to support Council strategic objectives and standards • to work creatively and support the strategic goal to achieve the highest possible standards of performance in Ceredigion County Council services and teams
Contractual Work Location/Base	Penmorfa
Hours of Work	37 hours
Type of Contract	Full-time
Contract Duration	Permanent
Line Managers Job Title	Corporate Lead Officer
Supervisory/Managerial Responsibilities	Direct line management for 3 senior solicitors Indirect line management for the legal team (9)
Accountability	To the Corporate Lead Officer – Legal & Governance Services
Contractual Terms Associated with the Post	Practising Certificate A Standard Check by the Disclosure and Barring Service (DBS) will be required for this post.

Duties and Responsibilities

PRINCIPAL ACCOUNTABILITIES:

Managerial

- direct management of Senior Solicitors (up to 3)
- indirect management, supervision and mentoring of Legal Services staff (up to 9) including solicitors, legal executives, and paralegals
- ensure that a citizen focused culture is always promote.
- to assist the Corporate Lead Officer in the development of proposals and business plans for specific service areas
- to contribute to the setting monitoring and control of service budgets and support and advise managers on the preparation and monitoring of budgets for teams/services.
- provide professional advice and support internally and externally as appropriate and identify options for action
- to work with and support Corporate Lead Officers in providing the necessary advice and support in specific areas of expertise to formulate and implement relevant and effective policies
- to maintain and promote close working relationships with internal and external stakeholders, Elected Members, colleagues and outside organisations
- to work in collaboration with other organisations to achieve maximum benefits for the Council and residents of Ceredigion
- to advocate the view of the service on issues to internal and external bodies under senior management guidance

Quality and performance management

- to ensure that the needs of customers are fully understood and catered for in the delivery promotion and improvement of services
- to ensure that services are managed and delivered in a coordinated way and in compliance with agreed policies and standards and also in accordance with the Council's democratic governance processes
- to assist the Corporate Lead Officer in ensuring that policies and procedures are updated to reflect current legislation and best practice
- to regularly evaluate and report on team performance against statutory and non-statutory service plans, business plans and performance indicators
- assist in identifying, procuring and deploying resources for the team and service to meet its objectives
- to assist in identifying and pursuing sources of appropriate external funding and alternative sources of service delivery e.g. through partnership working to deliver Council services
- assist the CLO in maintaining awareness of the changing landscape for public services, researching national and local practices in service delivery, in order to actively challenge and develop innovative solutions on the way services are delivered to ensure continuous performance
- to ensure high standards of performance of all staff within the team and service, acknowledge good performance and tackle poor performance positively and effectively
- to maintain an overview of service risks, including complaints
- to work with other Corporate Managers to deliver effective and efficient Council services

- be prepared to quickly and flexibly react to the needs of the Council, its customers and partners
- promote equality of opportunity in the delivery of services and employment practices so that the Council meets its moral and legal obligations as an equal opportunity employer
- to undertake any other duties commensurate with the level and expectation of the post, including emergency planning; response management and coordination; risk management; and safeguarding

Communication

- to review existing methods of communication with staff to ensure that these are effective and encourage two-way feedback
- promote a culture of strong internal and external communication and to assist the Corporate Lead Officer in maintaining effective liaison with Elected Members, and where appropriate, provide comprehensive information and advice so that necessary issues are referred to Members in a timely manner

Functional - Deputy Monitoring Officer

- to act as Deputy Monitoring Officer in the Absence of the Monitoring Officer as and when required
- when acting as Deputy Monitoring Officer, attend meetings, public and other meetings such as regional /partnership/joint committee meetings
- when acting as Deputy Monitoring Officer, to provide advice on general governance, the Constitution and to Members on the Members Code of Conduct

Functional – Legal Services

- to be responsible for Legal Services within Ceredigion County Council
- to be the lead manager within the Council for Legal Services
- to ensure effective and efficient management of the Legal Services
- to identify professional and regulatory requirements and best practice in legal services and contribute to the development and implementation of appropriate compliance standards
- to deputise for the Corporate Lead Officer - Legal & Governance Services as required
- to provide expert, professional, and timely legal advice and guidance to Members and Officers of the Council
- to act as the lead legal advisor at all levels of Council representation
- to advise the Council in relation to corporate governance matters, and to assist the Monitoring officer in the review of the Council's Constitution from time to time
- to be responsible for the deeds and documents of the Council, and to manage sealing requirements and safe keeping of the sealing register
- to oversee complaints handling relevant to Legal Services
- to represent the Council at regional, partnership or collaboration meetings
- to explore new or alternative approaches for reviewing existing policies and procedures e.g. interpreting legislation or case law to positively and effectively contribute to development of the Council's policies and strategies, and which also reflect best practice and legislation
- to identify and source alternative external funding and service delivery within Legal Services

Job Evaluation Post Ref	JD 1237-01

Person Specification

Essential Requirements	
Academic / Professional / Technical / Vocational Qualifications	Educated to Degree Level in a relevant subject or equivalent experience Membership of Solicitors Regulation or relevant professional body Current Practising Certificate or equivalent certification Qualified Solicitor/Barrister/Legal Executive Evidence of Continued Professional Development Post Graduate Qualification in Law or equivalent
Welsh Linguistic Skills:	The following linguistic skills will be required within 2 years of appointment. Listening & Speaking Level 3: Can understand and participate in most day-to-day non-technical conversations in the office. Can advise the public on general matters within own area of work but must turn to preferred language for technical or specialist terms. Can contribute to meetings or presentations within own area of work but must turn to preferred language for technical or specialist terms. Reading Skills Level 2: Can understand most short reports and familiar instructions within his/her own area of expertise, provided enough time is given. Writing Skills Level 2: Can write a short simple message on paper or by e-mail to a colleague within the Council or a known external contact.
English Linguistic Skills:	You must possess the following linguistic skills when you start the position. Listening & Speaking Level 5: Can contribute fluently and confidently in relation to all aspects of day-to-day work, including discussing and advising upon technical, specialist or sensitive matters. Reading Skills Level 5: Can understand reports, documents and articles he/she is likely to read during his/her work, including complicated concepts expressed in abstruse terms. Writing Skills Level 5: Can write business correspondence, short reports, e-mail messages and information literature to an acceptable standard with the assistance of language tools. Can write detailed notes in a meeting whilst contributing fully.

Practical and personal skills	• proven ability to give relevant, clear, robust and authoritative advice in any situation • the ability to write high-quality reports and be able to present these to appropriate audiences • possess a thorough understanding of a corporate objective-setting environment • have the ability to motivate and mentor staff throughout Legal Services • a commitment to raise the profile and status of Legal Services within the organisation • strong management and leadership skills with the ability to think creatively and innovatively and take effective action whilst demonstrating openness to new ideas • excellent organisational and communication skills • ability to work under pressure to tight deadlines • clear commitment to uphold the principles of equality and diversity • have an understanding of the role of elected members and of the decision-making process in a political environment • a thorough knowledge of the national policy frameworks within which the Council operates • commitment to the principles and practices of customer care, ensuring excellence in service delivery and recognition of its impact on the service users • a complete understanding of legislation and regulation as it relates to Legal Services • evidence of successful development of policies and procedures in areas of specific responsibility that deliver high quality outcomes • full UK Driver's Licence or the ability to travel independently, flexibly, and at short notice to meet service needs • a full understanding of performance management and business planning processes to drive continuously improving performance • evidence of successful working with internal and external stakeholders
Required Experience	Management • at least 5 years post-qualification legal practitioner experience (private or public setting) • experience of successfully managing a relevant team/function and demonstrating achievement in influencing successful performance and or improvement

	• minimum of 5 years relevant management experience (significant supervisory responsibility will also be considered) • extensive and successful managerial experience includes evidence of commitment, initiative, vision and flexibility • experience and knowledge of management principles eg leadership, team working, partnership working, delegation, supervising, planning, mentoring and budgeting • experience of the management of human and financial resources in accordance with agreed policies, priorities and within the formal framework of cost and quality standards • experience of managing change within a service to reflect changes to budget and/or service demands • track record of successfully leading, managing and continuously improving teams to effectively achieve continual improvement
Training/education required to be undertaken for the post/worked towards	Mandatory training as required.

Desirable Requirements	
Qualifications / Training	
Practical / Personal Skills	• minimum of 5 years relevant management experience in legal services • experience of working within local government including the awareness of and sensitivity to the political context of the role • experience of working effectively in a political environment