

## Role Profile

This section provides key information relating to the role

<b>Job Title:</b>	Housing Disrepair Officer		
<b>Post No:</b>	RP0135	<b>Grade:</b>	K
<b>Team:</b>	Legal Services	<b>Location:</b>	Campus East
<b>Responsible to:</b>	Principal Litigation Lawyer		

### Overall job purpose:

Responsible to the Principal Litigation Lawyer for the effective and efficient conduct of a housing disrepair claim caseload, including the delivery and co-ordination of legal support to the Council's Teams.

### Key areas of focus:

1.	Management of a caseload with guidance from senior members of the team, working directly with the Senior litigation lawyer, responsible for the housing disrepair claims, to assist the council in defending, where appropriate, and limiting liability financially and reputationally in claims for disrepair
2.	To support and work under the guidance of the Principal Litigation Lawyer and Senior Litigation Lawyer, responsible for housing disrepair claims, in the provision of an effective litigation and legal service, protecting the Council's interests in contentious cases including legal representation for the Council at the local Magistrates Court and County Courts, whenever appropriate.
3.	To personally undertake a workload of housing disrepair litigation cases, to include liaising with other relevant departments
4	To provide clear and timely advice to client departments on liability, quantum and other legal issues that arise.
4.	With guidance from senior team members, to instruct and liaise, as appropriate, with Counsel and outside professional experts and agents in respect of the matters listed in 1 to 3 above.
5.	To draft documents, including statements of case (with guidance from senior members of the team) through to preparation of legal cases (writing witness statements and providing evidence, etc) to be presented to court.
6.	To use problem-solving skills and negotiation to propose options and solutions to legal queries which arise
9.	To comply with the Council's financial procedures in raising invoices and Bills of Costs Schedules for legal services work undertaken, to monitor and account for payment and receipt all payment income received.

10.	To represent and act as the Council's advocate in disrepair litigation matters as needed
11.	To promote equality and diversity in the workplace and in the services of the Council and to deliver the Council's equalities and diversity priorities.
13.	Any other duties that are commensurate with the level and grade of this post.

### Role Requirements

The following outlines the criteria for this post. Applicants should describe in their application how they meet the criteria

Criteria	Essential	Desirable	Assessment Criteria
<b>Qualifications and experience</b>			
Significant experience of dealing with a case load of disrepair claims	x		AP
<b>Knowledge</b>			
Sufficient knowledge and experience of working in a local government legal department such as to be able to carry out duties with limited supervision		x	AP/AS/IN
Knowledge of pre-action protocol for housing disrepair, and appropriate legislation and case law for housing disrepair claims.	x		AP/AS/IN
Good working knowledge of Court Procedures in Magistrates and County Courts	x		AS/IN
Good working knowledge of criminal and civil law as applies to Court work	x		AP/AS/IN
Knowledge of data protection legislation and the requirements for the Equalities Act and the Public Sector Equality Duty as it relates to the role and Legal Services	x		AP/AS/IN
Knowledge of the requirements of all relevant legislation, appeal decisions and case law which have an impact on the provision of legal advice and as it relates to local government		x	AP/AS/IN
<b>Skills and abilities</b>			

Ability to work under pressure and to meet deadlines	x		AS
Ability to understand, apply and explain legislation and regulations	x		AS/IN
Ability to organise own work programme in order to meet deadlines and priorities. Identify where issues are likely to occur because of competing priorities and any knock-on implications.	x		AS/IN
Ability to analyse information, identify relevant issues, conduct legal research and prepare reports	x		AS/IN
Ability to present legal cases to Court as and when considered appropriate or necessary	x		AP/AS/IN
Ability to use legal case management system, including ability to record and file all relevant documents and correspondence onto the legal case management system, using and maintaining case trackers.	x		AP/IN
Experience of using Microsoft packages	x		AS
Excellent organisational skills	x		AS
The ability to converse with ease with other staff and members of the public and to provide advice in accurate spoken and written English is essential for this post. Put into skills and abilities.	x		IN
<b>Other attributes</b>			
Ability to work with clients and present a professional performance in court	x		IN
Ability to problem solve	x		AS/IN
Ability to listen and acknowledge concerns of consultees whilst at the same time presenting the council's case in an assertive and non-confrontational manner.	x		AS/IN
Good organisational skills	x		AS
Ability to deal with occasional unpleasant behaviour from third parties	x		IN
Ability to think ahead and provide proactive advice	x		IN
Full UK driving licence, access to a car.		x	AP

Ability to travel, as required, throughout the borough on council business	x		AP/IN
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**Assessment Criteria:**  
**(AP) Application, (AS) Assessment, (IN) Interview**

**Our Values and Behaviours**



Our CORE values are key to delivering our vision, plans and strategies.

Collaborative	Open	Responsible	Excellent
We <b>work</b> together to get things done	We <b>behave</b> with integrity & fairness	We <b>take</b> responsibility for our actions and decisions	We <b>perform</b> at our best & strive for excellence

It's really important that you have a genuine passion for doing a great job and our behavioural competency framework sets out how we want people to work, ensuring everyone is valued, supported and empowered.

These competencies will be assessed throughout the recruitment and selection process, as well as part of your ongoing development and progression.