



HUMBERSIDE POLICE Role Requirement

Position Title: Legal Officer

Grade: SC6/SO1

Vetting Level: RV

Overall Purpose of the role: To support the Head of Legal Services in the provision of a comprehensive legal service to the Chief Constable, the Chief Officer Group and all officers and support staff at Humberside and South Yorkshire Police.

Main Tasks

1. Conduct of own civil claims caseload on behalf of the Chief Constable, undertaking research, liaising with interested parties, interviewing witnesses at all levels, assessing information, making decisions on liability and compiling reports for solicitors. This includes making recommendations for settlement, or undertaking negotiations and putting forward arguments to reach a settlement with the claimant.
2. Deal with requests for disclosure in relation to childcare proceedings, including assessing requests, conducting research, liaising and negotiating with internal and external parties and making decisions on appropriate disclosure. Making necessary applications to court, arranging representation and attending court to provide assistance.
3. Manage the process of gaining disclosure from court relating to criminal investigations and balance needs of competing disclosure demands.
4. Administer legal aid disclosure requests from individuals/solicitors.
5. Deal with police property act applications, dangerous dog and firearms files undertaking research, preparing evidence bundles and serving proceedings on individuals/organisations.
6. Provide legal advice on a broad range of topics by researching and interpreting legislation, policy and national guidance to officers at all levels up to ACC.
7. Attend proceedings to support Counsel and provide updates to Head of Department.
8. Conduct any other research on behalf of the force solicitor.
9. Manage, organise and prioritise workloads, conducting regular file reviews and keeping to tight deadlines.
10. Liaise with external partners in relation to disclosure and write undertakings for information sharing.

11. Performs such other duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility.

| Responsibility | Decision Making |
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| <p>The provision of accurate and efficient legal advice to the Chief Constable and all officers and support staff of Humberside Police.</p> <p>The setting with clients of agreed deadlines for the delivery of advice and assistance.</p> <p>As and when required undertakes the effective representation of the interests of the Force at court, committees and tribunals, and in negotiations with solicitors in private practices and local authorities.</p> <p>The care and conduct of civil claims referring matters as appropriate.</p> <p>Keep up to date with changes in legislations, rules, regulations and procedures and provide accurate interpretation to apply in own role.</p> <p>Responsible for using the NDM and THRIVE model in all actions undertaken.</p> <p>As a member of Humberside Police you will accord with the Standards of Professional Behaviour, as outlined in the Code of Ethics, at all times. You will recognise the responsibilities of your role and act lawfully in the public interest. Your conduct will encourage others to have confidence in policing. You will have honesty and integrity and be open and transparent in your decisions and actions. You will treat people fairly and demonstrate respect, tolerance and self-control. You will lead our service by good example and will report, challenge or take action against the conduct of colleagues which has fallen below the standards expected.</p> | <p>Decisions are made based upon case law or precedents where applicable, but the post holder will have to interpret case law/ legislation and will use professional judgement in determining what represents the best interests of Humberside Police and South Yorkshire Police.</p> <p>Understands when to refer matters to a supervisor when there is no set precedent or when further decision making is required.</p> |
| | Additional Information |
| | <p>Designated Powers: No Politically restricted: No Radio Post: No Uniform Post: No</p> <ul style="list-style-type: none">• <u>Travel around the force area.</u> If appointed will be expected to travel around the force area to various bases.• This is a collaborative post and the post holder will be required to work across South Yorkshire Police, Carbrook and Humberside Police, Priory Road as required. <p><u>For Career Graded Posts</u></p> <ul style="list-style-type: none">• As this post is a Career graded post, to move up to the next level there must be work available at that level and you must be able to demonstrate that you meet all the essential criteria of the higher graded post. Further you must meet the Force attendance criteria. |
| Reports To: | Direct reports: |
| Senior Solicitor | None |

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| Date Approved by Manager / HR Manager:- 01/07/2019 Manager: Tammy Bullivant/Robert Hutton | Date WFP Approved – Dana Field 01/07/2019 | Confirmed by post holder Signature Print Name Date:- |
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Person Specification

| | | Scale 6 | Scale SO1 |
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| Attainments/ Knowledge | Essential | Educated to 'A' Level standard with a legal qualification e.g. law degree or CILEX level 3 or higher. Has the ability to read, understand and apply case law and statutes. Experience of working as a legal executive or similar role within a legal services environment. Well-developed drafting skills for written communications and argument. | Demonstrable experience of drafting skills covering the range of matters included in the legal portfolio. Demonstrable understanding of the Data Protection Act, Children Act, Civil Procedure Rules, Legal Aid and Punishment of Offenders Act, Property Act and related disclosure guidance and regulations. |
| | Desirable | Developed understanding of the Data Protection Act, Children Act, Civil Procedure Rules, Legal Aid and Punishment of Offenders Act, Property Act and related disclosure guidance and regulations. | |
| Experience | Essential | Previous experience in a relevant legal environment. Proven aptitude for acquiring new skills. Experience of drafting witness statements and creating files for Court. Experience of claims handling, negotiating settlements and producing reports. | Demonstrable experience of the management and conduct of civil claims for malfeasance and Personal Injury and other civil proceedings concerning the Chief Constable. |
| | Desirable | Previous experience of working in the Police Service and interrogating Police systems. Experience of general disclosure for child care proceedings and balancing competing demands. | |
| Skills/ Specialisms | Essential | Demonstrates the ability to persuade others to achieve positive results. Excellent oral and written communication skills to deal with all ranks of officer, support staff and external agencies. Tact and diplomacy. Well-developed organisational and time management skills. A logical, methodical approach to work with a high level of attention to detail. Ability to assimilate oneself into the police culture, but maintain the ability to stand back when required. Give objective advice that may not always be welcome, but in such a way as to maintain a proper level of trust and respect. Flexibility to meet demands of the post. Self-motivated to keep abreast of new developments in legal matters and legislation. Computer literacy/keyboarding skills. | Ability to assimilate oneself into the police culture but maintain the ability to stand back when required, give objective advice that may not always be welcome, but in such a way as to maintain a proper level of trust and respect. |
| | Desirable | | |

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| Decision Making/ Problem Solving/ Planning | Essential | Ability to use professional judgement to make accurate decisions relating to complex matters. Ability to assimilate large amounts of information and make appropriate evaluations in order to recommend a course of action. Innovative, creative and practical in problem solving. Ability to work to deadlines under considerable pressure. | |
| | Desirable | | |
| Codes of Ethics | | Code of Ethics exists when every member of staff considers the impact that their actions have on the people they serve and proactively seeks ways of improving the quality of the service that they provide. The post holder must convey both internally and externally a service based on fairness and equality and ensure they fully understand and represent the Force's values and principles at all times. | |
| Respect for Race & Diversity | | Considers and shows respect for the opinions, circumstances and feelings of colleagues and members of the public, no matter what their race, religion, position, background, circumstances, status or appearance. Appreciates other people's views and takes them into account. Is tactful and diplomatic when dealing with people, treating them with dignity and respect at all times and is sensitive to social, cultural and racial differences. | |
| This role requirement is a management document and therefore subject to change | | | |