

JOB DESCRIPTION

Job Title: Legal Advisor	
Job Family: Business Support	Role Profile Title: BB4 Police Staff
Reports To: Head of Legal Services	Band level: Legal
Staff Responsibilities (direct line management of): Nil	

a. **OVERALL PURPOSE OF THE ROLE:** Defines the role, put simply, why it exists.

The overall purpose of the role is to: Assist in the provision of a comprehensive legal service of advice and representation for TVP, in order to enable TVP to discharge its statutory and common law responsibilities and to achieve its objectives.

b. **KEY ACCOUNTABILITY AREAS:** Define the important aspect of the role for which the job holder is responsible for results or outcomes.

The key result areas in the role are as follows:

1. Advocacy and litigation

Personally represent the Chief Constable in civil and administrative matters in court in order properly to discharge the Chief Constable’s responsibilities under relevant statute and common law and to enable the Force to achieve its objectives, including advocacy in contested hearings, in regard to areas such as:

Family Court proceedings; orders in respect of sex offenders; Proceeds of Crime Act; closure orders; Police (Property) Act; interpleader; disclosure; licensing; injunction applications; judicial review application; stalking protection orders; violent offender orders;

2. Advice

When requested, research, analyse and interpret legislation and common law to provide practical legal advice to officers and police staff in order to enable them to fulfil their functions and objectives.

3. Policy

As required, contribute to the preparation of strategic and policy advice.

4. General

Provide bespoke advice to the Professional Standards Department on Misconduct proceedings and providing representation at hearings.

Providing bespoke advice on Counter Terrorism Matters, Major Inquiries, Custody and operational matter generally.

Attending and giving advice at GOLD groups.

Giving advice to Silver Command for Major Events, Public Order Situation and firearms incidents

c. **DIMENSIONS:** Include matters as key result areas that make the greatest demands on the role holder, seasonal pressures, items processed, the number of customers and/or level of authority to make financial decisions or commit other resources

Further Comments:
Work load fluctuates and is generated by external factors which cannot always be predicted. Required to prioritise competing urgent demands and assist as directed.
Attend court as necessary to meet the operational requirements of the Force.

d. **CHARACTERISTICS OF THE ROLE**

Expertise: Concerned with the level of administrative, professional and/or technical expertise (knowledge and skills) needed to perform the role effectively; may be acquired through experience, specialised training, and/or professional or specialist education and training.

The knowledge or skills required in the role are as follows (essential or desirable):	E/D
1. Professional legal qualification and current practising certificate – Solicitor or Barrister.	E
2. Proven ability to act as advocate and litigator.	E
3. Excellent written, inter-personal and advocacy skills in order to properly to represent the Chief Constable before the Courts and in all other situations. Able to effectively communicate legal concepts to officers and staff at all levels.	E
4. Proven ability and commitment to work as part of an effective team.	E
5. Proven ability and commitment to promote equality, diversity and Human Rights in working practices.	E
6. Computer and keyboard skills, knowledge and experience of administrative procedures including compilation and presentation.	E
7. Ability to be mobile across Force when undertaking investigation, attendance at court, etc.	E
8. Post-qualification experience in criminal law and/or police-related civil law.	D