

Job Pack

**Regulatory
Lawyer**



Lewes District Council



Location

Thank you for taking the time to look at the details of this post.

Located in the heart of the Sussex countryside and one of the principal towns of the South Downs National Park Lewes offers the best of town and country. It is no surprise that the District is considered among the most desirable places to live and work in the UK.

Lewes town is one of the jewels of the South Downs National Park and the District also possesses many picturesque towns and villages, all with their own unique character.

Whilst nearby Eastbourne is a resort town on England's southeast coast. On the seafront are Victorian hotels, the 19th-century Eastbourne Pier and a 1930s bandstand. Discover a wide range of shops in Eastbourne from high street shopping at The Beacon to the quaint Victorian shopping streets of Little Chelsea, and the boutiques in the Enterprise Centre.

One of the most attractive aspects of living and working in the Lewes and Eastbourne area is the quality of life it has to offer. It is a truly exceptional location. Make the most of the area by enjoying a wide range of activities including country walks, water sports and much more.

Our offices in Lewes and Eastbourne are located close to Train Stations with direct connections to the coast and London. However, the Council provide all the necessary IT and infrastructure to enable home working and maintain a good work life balance

“The best of town, country and coast”

We are able to offer our staff a range of benefits and access to discounts as follows:

- Membership at local leisure centres who are part of Wave Leisure across the District and Borough and at the Sovereign Centre in Eastbourne.
- Kaarp Benefits which are only available to Local Government employees and includes between 3 and 4.5% savings at supermarkets when purchasing a gift card as well as savings on attractions and discounts on many other things.
- Chorus Workplace Savings Scheme
- Boundless which includes up to 10% off high-street and supermarket goods through discounted pre-paid shopping cards.
- CSSC which includes free entry to a number of tourist attractions and a free tastecard as well as discounted cinema visits and 4% saving on supermarket shopping through pre-paid shopping cards.
- Public Sector Discounts – by paying £9.99 for a Black Card £2.99 staff are able to access discounts such as 2.5% cashback – ASDA, 3.5% cashback – Sainsbury's, Waitrose and M&S, 4.5% cashback on B&Q and Primark and 5% cashback – Boots, Carpetright, Clarks, feelunique, Halfords, Harvester, John Lewis, National Express, New Look, River Island, Body Shop, Nike, The White Company, The Works, Waterstones, Wilko etc.
- Easit – the Councils have joined the Queens Award winning easitNETWORK group through which we hope to influence travel behaviour in the area by providing a full range of transport options to encourage staff to adopt more sustainable commuting habits. EasitNETWORK is a social enterprise, not for profit organisation that is all about sustainable travel. Our staff can benefit from many transport discounts including 15% discount on Southern rail journeys across the network (except central London zones 1,2,+ 3); including peak time travel; 10% discount at Halfords on all bikes, cycling accessories, servicing and parts; 15% discounts on monthly and annual bike insurance and 25% discount on new, electric, folding Beat Bikes.
- Eyesight tests vouchers are available for all drivers and computer users which include a discount off selected glasses and when glasses are required solely for VDU use.
- Vouchers for fully funded flu vaccinations through Boots which staff can redeem, arrange and book at a participating Boots Pharmacy of their choice.
- Cyclescheme - The UK's leading provider of the cycle to work scheme and the founding member of the Cycle to Work Alliance. It enables our staff to get a bike tax-free, saving between 25-39%. Participants can choose from over 2,000 retailers and enjoy the ability to shop in-store or online.

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- We also understand that balancing everyday life together with the requirements of work and home can create pressures for all of us. To support our staff in achieving this balance we have an Employee Assistance Programme (EAP) in place. Our EAP is currently provided by Health Assured an independent external organisation who work to a robust professional code of strict confidentiality.
 - They offer both emotional and practical support to our staff when they feel they need it. They also have qualified legal advisors who will assist with any legal matters. They will provide advice and guidance on matters such as writing a will, tenancy and housing concerns, divorce procedures, boundary disputes, probate costs, motoring issues, property and partnership rights and immigration information.
 - Our EAP is available 24/7, 365 days and year. As part of this service we are also able to offer staff access to an app where they can find useful articles and webinars alongside an enhanced set of wellbeing tools and engaging features to support wellbeing and wellness.
 - Within the Councils we have a number of staff trained to provide 'first aid' to staff experiencing mental health issues. Mental Health first aiders are trained to listen, reassure and respond, even in a crisis – and even potentially stop a crisis from happening.
 - They are able to empower others to access the support they might need for successful management of symptoms. This could include self-help books or websites, accessing services via their GP, the EAP, other support groups and more.

Job Description

Post Title	Licensing & Regulatory Lawyer
Service Area	Chief Executive
Team	Legal Services
Hours	37 per week
Grade	PO 15 – 18 (LDC scales based on experience)
Reports to	Deputy Head of Legal Services
Date prepared	April 2025

Job Purpose

To provide a professional legal service to Lewes District Council and Eastbourne Borough Council, its Members and Officers and, where required, to council companies, other local authorities and outside bodies, acting on his/her own initiative.

To assist and support the Head of Legal Services in the continuous improvement of Legal Services.

Key Tasks

Main Duties:

To perform legal tasks in relation to the following areas of work:

Specific to the Licensing and Regulatory role

1. Criminal and civil litigation generally. Appearing for the councils in the lower courts in Sussex (usually Hastings and Brighton).
2. Tenancy Fraud both criminal and civil matters.
3. Private Sector Housing – all matters under the Housing Act 2004 and other relevant legislation, including representation at the First Tier Tribunal e.g. Improvement Notices, HMO licences.
4. Travellers and other trespassers on council land.
5. Community Protection Notices – not relating to council tenancies.
6. To provide licensing advice to the Licensing Authority, including but not limited to taxi matters, street trading, gambling and sex establishments. Acting as Legal Advisor to the Licensing Committees and Sub Committees. Dealing with appeals to the Magistrates' Court in licensing matters.
7. Environmental health law.
8. Animal welfare – including pet shops, riding establishments, boarding establishments.
9. Coroner hearings.

General Service Delivery

10. Give written and oral advice as necessary to officers and members.
11. Sit on project teams and working groups and advise the same.

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12. Advise on reports Committees/Sub Committees/Cabinet and working groups.
 13. Maintain appropriate records associated with the discharge of tasks.
 14. Demonstrate flexibility as a Lawyer, initiating and leading where required and working always to achieve the corporate priorities.
 15. Instruct and supervise the work of external solicitors, barristers and other advisors.

Other

16. Undertake any other duties as appropriate to the role as may be reasonably required, including work on contract and procurement matters.
17. To promote equality of opportunity in service delivery in all aspects of the role, in line with corporate policies, training and procedures.

Lewes District Council (LDC) employs a team of lawyers that provide legal services to both Lewes District Council and Eastbourne Borough Council. The post holder will be required to attend at the offices of both councils as necessary to best perform their professional duties. Attendance at the court in Sussex (usually Hastings and Brighton) will be required.

Corporate Accountabilities

18. To promote equality of opportunity in service delivery in line with strategic commitment and corporate policies.
19. To promote a culture that is supportive of the Council's purpose, aims and values, and to take all reasonable steps to maintain good employee relations.
20. Staff are encouraged to participate fully in promoting a safety culture to protect the safety and health of themselves, colleagues and other people affected by the Council's activities.
21. To understand and apply the council's Data Protection and Data Quality policy and procedures.
22. Any other duties commensurate with the nature of the post.
23. You will be required to support the Councils' corporate priorities and to ensure business continuity e.g. emergency response, elections, deployment to critical services.
24. Lewes District and Eastbourne Borough Councils are committed to Safeguarding and promoting the welfare of children and adults at risk. The Corporate Safeguarding Policy and Procedures provides a framework within the Council, setting out responsibilities in relation to safeguarding and promoting the welfare of children and adults at risk.

The policy applies to all employees, councillors, volunteers and service providers that are commissioned by the council.

25. To work within the Council's Management and Core Competencies Framework(s). Central to the delivery of the role are the values and behaviours set out below. These are shared by all employees and applied to everything we do. The bullet points for each competency are examples of performance required:

Core Competencies

Sharing the Vision - Shaping the Future	<ul style="list-style-type: none">• Understands the Council's purpose, context, goals, objectives and values, and is willing to behave consistently with them.• Knows the strategic direction of the Council and acts in support of it.
Communicating Well	<ul style="list-style-type: none">• Contributes to and participates in an organisation where high quality information flows smoothly both internally and externally.• Works positively to gain understanding from others.
Driving Improvement Performance &Results.	<ul style="list-style-type: none">• Takes responsibility and ownership for decisions, actions and results.• Takes actions to improve skills, knowledge and level of contribution.• Seeks and delivers high standards for self, team and Council.
Self-Management	<ul style="list-style-type: none">• Self-motivated and professional.• Is organised and uses time and technology efficiently.• Adopts a flexible approach to change.
Delivering for our Customers	<ul style="list-style-type: none">• Demonstrates a desire to identify and give priority to meeting and exceeding the needs of internal and external customers, generating high levels of customer satisfaction.
Working Together	<ul style="list-style-type: none">• Actively contributes to team working, sharing information, valuing the input of others.• Works co-operatively and is committed to building, productive, positive relationships.• Demonstrates commitment to achieving overall team objectives.

This job description sets out the duties of the post at the time it was drawn up. Such details will vary from time to time without changing the general character of the duties or the level of responsibility involved.

PERSON SPECIFICATION

QUALIFICATIONS

Essential	Desirable
<ul style="list-style-type: none">• Practising Solicitor, Barrister, Legal Practitioner or Legal Executive and qualified to work in the UK.• Eligibility to obtain and hold a practising certificate.	<ul style="list-style-type: none">•

TRAINING

Essential	Desirable
<ul style="list-style-type: none">• Willingness and aptitude to train and develop in the role.• Evidence of continuing professional development.	<ul style="list-style-type: none">•

SKILLS & ABILITIES

Essential	Desirable
<ul style="list-style-type: none">• Ability to give high level legal advice to officers and members.• Ability to explain to others on a particular topic, including to senior management, political leaders and Cabinet members.• Ability to inspire confidence in clients and colleagues.• Ability to independently manage a substantial case load.• A team player with the ability to develop and maintain good working relationships at all levels.• Able to work under pressure, organising work to ensure deadlines and targets are met.• Ability to identify new and emerging legislative and policy changes of significance; to assess the most appropriate persons or groups to brief; and to deliver the briefing effectively.• Ability to provide complex legal advice in accordance with corporate policies and a local government setting.• Excellent written and verbal communication skills, with ability to write clear and concise reports.• Excellent negotiating and drafting skills.• Good IT and keyboard skills.	<ul style="list-style-type: none">• Previous use of time recording software.• Ability to supervise the work of others (trainee).

KNOWLEDGE

Essential	Desirable
<ul style="list-style-type: none">• In-depth knowledge of court procedures.• In-depth knowledge of criminal litigation and civil procedure rules.• In-depth knowledge of licensing legislation and committee procedure.• Broad knowledge of local government law• Knowledge of how local authorities organise and deliver services.	

EXPERIENCE

Essential	Desirable
<ul style="list-style-type: none">• Experience of working in a local government setting.• Local government law and principles.• Experience of dealing with licensing matters.• Advocacy experience in county/magistrates' court• Excellent written and verbal communication skills, with ability to write clear and concise reports.	<ul style="list-style-type: none">• Communicating effectively with members and officers at committees, hearings and panels.• Advocacy in the higher courts.• Environmental health law.

PHYSICAL, LEGAL AND OTHER REQUIREMENTS

Essential	Desirable
<ul style="list-style-type: none">• Flexibility to attend court commitments and evening meetings.	<ul style="list-style-type: none">•

All staff must be prepared to have an understanding of the Equal opportunities, Customer Care and Health and Safety policies. Managers in particular, must have a commitment to implement and abide by these policies.

TERMS AND CONDITIONS

Lewes District and Eastbourne Borough Councils have been on a transformational journey to fully integrate services. This has involved integrating staff teams, processes and systems whilst still retaining sovereignty of the individual councils.

The employer will be Lewes District Council.

Duration

This is a 2 year fixed term contract.

Conditions of Service

The conditions of service for this post are for the National Joint Council (NJC) for Local Government Services. The post is graded PO15 – PO18.

Salary

The spinal column points (SCP) for the post are as follows:

PO15	£53,691
PO16	£54,840
PO17	£55,972
PO18	£57,311

Hours

The hours for this post are 37 a week. These will be worked within operational requirements. Actual starting and finishing times will be agreed with your manager. Within these boundaries the Council operates a flexitime scheme for all but Heads of Service. Details will be supplied to the successful candidate upon appointment.

Incident Liaison Officer

As part of the duties of this role, you may be asked to become an Incident Liaison Officer for the Council under its Civil Contingency responsibilities. This work involves taking the emergency phone for up to 4 weeks each year and being available to respond to a serious multi agency incident out of hours during the rostered weeks. You may also be asked to become a Rest Centre Manager which involves managing short-term shelter for people who are temporarily displaced from their home as a result of an emergency.

Place of Work

Your normal place of work will be from home, however you will be required to attend the offices at either Eastbourne or Lewes, or such other places within the boundaries of Lewes District and Eastbourne Borough as may be reasonably required.

In particular, you will be required to:

- Budget for and cover the costs of all expenses incurred (including travel costs) to attend Team Meetings or Events, as well as for training at any of the Councils' sites.

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- Budget for and allocate time to travel to appointments in the Councils boundaries where required. For example, visits that need to be performed as part of your role and cannot reasonably or appropriately be carried out remotely.
 - Budget for and cover all postage costs (including return postage from Councils sites to your home) for all IT and other work equipment, when this needs to be replaced or updated. This includes but is not limited to, your work phone/headset and your laptop, such as for updates to software that need your laptop onsite connected to the LAN.
 - Continue to participate in all meetings as reasonably required, such as 121 meetings, team meetings, attendance management meetings, or consultations on any proposed changes, such as restructures. Where possible and appropriate, these meetings will be conducted remotely but where it is not possible or it is deemed inappropriate for the meeting to be conducted remotely, you will be required to cover all expenses incurred (including travel) for your attendance at said meetings.

Probationary Period

All posts are subject to a six months' probationary period where your suitability for the post will be assessed. During this time your progress will be reviewed and discussed with you at regular intervals.

Casual User Car Mileage

You will be entitled to mileage as a casual user on official business. This mileage is reviewed annually.

Annual Leave

The leave year runs from 1 April to 31 March and entitlement varies with length of service. The current minimum entitlement is 26 days. This increases to 30 days in the leave year following completion of five years' service. Subject to the demands of the post, you will normally receive additional paid leave on each Public Holiday.

An employee who starts part way through the year will receive a proportion of the basic holiday entitlement. For operational reasons some Service Areas have to restrict the maximum amount of holiday taken at any one time and its timing in the year. Holiday commitments entered into before taking up an appointment will be honoured wherever possible.

Notice Period

The contract of employment applicable to this post will specify a minimum period of three calendar months, to be given by either side.

Political Restriction

Some posts are politically restricted under the Local Government and Housing Act 1989. In some cases these are specific posts, and others are restricted because of the salary they attract. At Eastbourne Borough and Lewes District Council the restricted posts are: Corporate Management Team members, Communications Lead, Communications Officer, and all posts graded Band G or PO11-14 and above.

Certain posts are designated politically restricted by specific regulation. If you hold one of these posts, you will be required by law to observe certain restrictions regarding your out of work activities, For example, you may not:

- Stand for election to local authorities (except Town or parish councils) and the House of Commons
- Hold office in a political party
- Canvass at elections, or
- Speak or write publicly on matters on party political lines

It therefore follows that applicants for any of the posts above must not hold such an office or act in the manner described.

Further guidance on politically restricted posts can be found in the Local Government and Housing Act 1989.” If your are successfully appointed to this role this will be reflected in your terms and conditions of employment.

Pension

We provide membership of the Local Government Pension Scheme (LGPS) to employees aged under 75 who have a contract of employment that is for at least 3 months. The LGPS is a qualifying pension scheme, which means it meets or exceeds the government’s standards.

All employees are automatically entered into the Local Government Pension Scheme unless they choose to make alternative provision for pension. Scheme members contribute the percentage of salary as set out in the table below. We will also make an employer’s contribution to the scheme.

The contribution bands with effect from 01 April 2025 are:

Pay Range	Contribution
Up to £17,800	5.50%
£17,801 to £28,000	5.80%
£28,001 to £45,600	6.50%
£45,601 to £57,700	6.80%
£57,701 to £81,000	8.50%
£81,001 to £114,800	9.90%
£114,801 - £135,300	10.50%
£135,301 - £203,000	11.40%
£203,001 or more	12.50%

The pay ranges will be increased each year from 01 April in line with inflation. Based on the salary for this role, the contribution will be 6.8%.