

**SOUTH WALES FIRE AND RESCUE SERVICE**  
**JOB DESCRIPTION**

<b>Department</b>	Business Support
<b>Post</b>	Legal Services Manager
<b>Post No</b>	NU151
<b>Grade</b>	14 (Grade 16 if undertaking Additional Responsibilities)
<b>Location</b>	Fire Service Headquarters
<b>Responsible to</b>	Head of Corporate Support
<b>Responsible for</b>	Legal/Insurance Support Officer Legal Documents and Insurance Admin Officer
<b>Due to the requirement for the incumbent to work with minimal supervision on legal matters, this post cannot be used as a training position.</b>	

**This job description refers to the main purpose and responsibilities of the post. It does not necessarily list in detail all of the tasks required to carry out these responsibilities. This job description will be reviewed as and when necessary to ensure that it meets the Service's business requirements.**

**MAIN PURPOSE OF THE POST**

**The main purpose of this post is to:**

Ensure the delivery of an effective, efficient and economic legal service which addresses the current and future needs of South Wales Fire and Rescue Service. The post holder will deliver a comprehensive legal provision, supplying legal advice on general matters as well as specific Fire Service responsibilities relating to property, contract and GDPR matters. They will also ensure the provision of an efficient and effective insurance function that meets the needs of the Service

**Additional Responsibility:**

Where proven satisfactory performance is demonstrated and approved, the post holder may be given the additional responsibility of conducting fire safety enforcement and prosecution matters (including representation at court).

This responsibility attracts additional remuneration to a Grade 16.

## **DUTIES AND RESPONSIBILITIES**

### **Legal**

1. To provide general research and advice on a range of legal matters relevant to the Service, including but not limited to specific legal advice on fire service responsibilities, property, contract, and GDPR matters.
2. To analyse legislation and legal documents, providing advice as required
3. To draft legal documents as required on a range of matters.
4. To prepare briefs to Counsel or external lawyers. Where necessary to attend in conference and at Court, Tribunal or Inquiry with Counsel or external lawyers in connection with any matter with which the Service is engaged.
5. To attend at and provide legal advice to Committees, Sub-Committees and Working Groups of the Service as and when required.
6. To continuously develop and gain competence in various areas of law as required by the Service.
7. To maintain an up to date knowledge of legal requirements and new legislation affecting the Service and provide briefings as required.
8. To be responsible for the day to day management of legal issues affecting the Service and create reports required by the Head of Corporate Support and Director of Corporate Support for performance management purposes.
9. To carry out periodic reviews of the Unit's ICT needs and report on improvements and changes necessary or desirable to enhance the efficiency of the department in line with corporate requirements.

### **Insurance**

10. To ensure that appropriate insurance cover is in place and maintained for all activities undertaken by the Service. To liaise with insurance companies and legal advisers as appropriate over liabilities and claims.
11. To liaise with Insurance Companies and Brokers to ensure that best value is obtained at all times in respect to insurance.
12. To ensure that in house systems and processes exist to manage insurance claims in accordance with best practice.

13. To be responsible for the day to day management of the insurance case management and case planning systems and create reports required by the Head of Corporate Support and Deputy Chief Officer for performance management purposes.

### **Team Management**

14. To supervise the Unit to resolve operational and day to day issues to include but not limited to:-
- Holding regular team meetings
  - Setting standards of work and monitoring compliance
  - Allocating and prioritising work when necessary
  - Ensuring that arrangements are in place for a seamless service to be provided to customers
  - Approving and monitoring leave requests for staff within the Unit
  - Acting as mentor and first point of contact for the staff of the Unit
  - Arranging training for staff within the unit as required
15. To undertake all supervisory duties including Performance Development Reviews/Appraisals, compliance with sickness procedures, performance management, capability and disciplinary procedures in respect of the Unit.
16. To prepare the annual Team Plan and to ensure the team's awareness and compliance with it. To be familiar with any departmental plans, systems or procedures that are implemented and ensure team compliance with them.
17. To be responsible for developing processes for the collation and submission of performance indicator information for the Unit. To provide regular progress reports upon performance indicator compliance and submissions.

### **General Duties**

18. To carry out the duties of this post, with limited supervision except on strategic issues.
19. To treat all information about the Service or its employees, service users or others who have contact with the Service as confidential
20. To undertake best practice research with other local or public authorities, voluntary organisations and the private sector and to establish best practice networks. To highlight relevant best practice initiatives and apply these within the Unit.
21. To prepare reports as required by the Head of Corporate Support or Deputy Chief Officer.
22. In consultation with the Head of Corporate Support to prepare and monitor budgets and business plans as appropriate.

23.To participate in inter-departmental, corporate and external working groups and meetings as directed, and to liaise with other departments, public and other outside bodies and organisations as required or is necessary.

24.To develop and ensure compliance with the Unit's Performance Indicators.

### **Additional Responsibility**

25.To conduct Fire Safety Enforcement and Prosecution matters (including representation at court).

This additional responsibility is subject to the post holder demonstrating satisfactory performance in their knowledge and conduct of Fire Safety Enforcement and Prosecution matters, and to the approval of the Deputy Chief Officer in consultation with the Head of Fire Safety. Where this additional responsibility is undertaken, remuneration will be at a Grade 16.

### **STANDARD SERVICE REQUIREMENTS**

- To attend in-house and external training courses as required.
- Any other duties commensurate with the grade and post.
- To co-operate fully with any scheme or pilot scheme that shall be introduced within the department or across the Service.
- To implement the principles of the Service's Equal Opportunities and Diversity Policies and Welsh Language Schemes whilst carrying out the above duties.
- To adhere to Health & Safety Legislation/Relevant Service Policies and Procedures and to take reasonable care for the health and safety of yourself and other persons who may be adversely affected by your acts/omissions.

### **ORGANISATIONAL VALUES**

In performing the above role, all employees of the Service are required to observe and promote the Service's Core Values to be, at all times:

- Professional
- Caring
- Respectful
- Dedicated
- Trustworthy
- Dynamic
- Disciplined
- Resilient

**NB: This role involves some travel between sites throughout the South Wales area.**

**This document is available in both English and Welsh and we welcome communication in both of these languages.**

