

Commercial Services
Legal and Democratic Services
Practice Manager
Ref: COM13/20979

Fixed Term Post, initially for 6 months

Oldham Council is a dynamic, co-operative Council awarded LGC's most improved Council 2012. The Council is focussed on significant regeneration in which the Legal Services team will be an integral part. An opportunity has arisen for the right applicant to drive forward Legal and Democratic Services ambitions as the team's Practice Manager.

You will be responsible for developing strategic vision, leadership and direction in the management, delivery and improvement of the legal service and have a proven track record of driving through efficiencies and production of business cases to facilitate income generation. You will support the Borough Solicitor to ensure that the business unit's budget is monitored effectively and that corrective action be taken to deliver the service to the Council as well as provide strategic direction, support, management and leadership to ensure that service plans are in place to deliver an efficient, value for money service which meets customers changing service needs.

The successful candidate will line manage and supervise a team of business administrators and secretaries and liaise with Legal staff in compliance with agreed council policy. You will also have responsibility for the collation, production and delivery of monthly business reporting from SOLCASE and Cor Vu in the achievement of performance excellence, budgetary pressures and other related service information.

You will also oversee the SOLCASE case management system so working knowledge of this case management system would be preferred. You will also co-ordinate the annual Lexcel accreditation process, including the Practice Manual and Annual Risk Audits.

Salary: £31,754 - £35,430 p.a.

Hours: 36.40 per week

Based: Civic Centre, West Street, Oldham, OL1 1UL

Closing date: 25th March 2013

Shortlisting date: 29th March 2012

Please note the council has introduced a requirement for employees to take three days unpaid leave (pro rata for part time and term time only employees) during the leave year. In your first year the number of days that you will be required to take will be in proportion to the completed calendar months of service between your commencement date and 31st March 2013.

Payment for these 3 additional days will be deducted from pay in equal amounts from annual salary at the rate of 1.15% of your gross contractual pay per calendar month. This will be effective until 31st March 2015.