

JOB PROFILE

DIRECTORATE	Resources
JOB TITLE	Solicitor
POST NUMBER	Housing & Litigation – Z00601 Social Care & Education – Z00602 Regeneration – Z00603 Corporate – Z00604
GRADE	Band 7 (£27,918 - £36,450)
RESPONSIBLE TO	Principal Solicitor
KEY LIAISON WITH	Staff of the Directorate and other Directorates, Elected Members Private practice barristers and solicitors and their staff Members of the public Outside bodies Partner organisations
JOB PURPOSE	To assist in providing a legal service to all Directorates of the Council, its clients, outside bodies and partner organisations
JOB PROFILE LAST REVIEWED	

KEY CORPORATE ACCOUNTABILITIES

1. To work with colleagues to achieve service plan objectives/targets.
2. To participate in Employee Development Scheme/Appraisals and contribute to the identification of your own and team development needs
3. To actively promote the Council's Equal Opportunity Policy and Diversity Strategy and observe the standard of conduct which prevents discrimination taking place.
4. To ensure full compliance with the Health and Safety at Work Act 1974 etc., the Council's Health and Safety Policy and all locally agreed safe methods of work.
5. To fully understand and be aware of the commitment to Section 17 of the 'Duty of Crime and Disorder Act 1998 to prevent crime and disorder'.

KEY CORPORATE ACCOUNTABILITIES

6. At the discretion of the Head of Service, such other activities as may from time to time may be agreed consistent with the nature of the job described above.

KEY SERVICE RELATED ACCOUNTABILITIES

- To Specialise in one of the following areas:-
 - Social Care & Education
 - Property, Planning and Regeneration
 - Litigation, Housing & Prosecutions
 - Corporate & Contracts
- To participate in the provision of a comprehensive legal service to the Council and other client departments as may be required.
- To deal with all work efficiently and cost effectively; achieving the purposes of the customer in each case.
- To provide advice and legal expertise in relation to the specialist area including where relevant
- To undertake advocacy, on behalf of the Council.
- To advise on routine Local Government issues, complex matters and other legal developments relevant to the service.
- To advise Officers of the Council and Members in writing and orally.
- To attend and participate at meetings, Panels, Committees and Working Parties.
- To manage and supervise staff, to achieve the required standards and objectives.
- To manage the available resources effectively and efficiently.
- To maintain awareness of and commitment to the Council's Equal Opportunity Policies in relation to both employment and service delivery.
- To ensure full compliance with the Health and Safety at Work Act 1974, the Council's Health and Safety Policy and all locally agreed safe methods of work.
- To act at all times in the name of the Head of Legal Services and to observe the recognised standards of professional conduct for a solicitor.

- To deal with such other relevant matters as may be designated at the discretion of the Deputy Head of Legal Services, which are compatible with the grading of the post.
- To draft agreements and reports and represent Legal Services and the Council at Committee meetings, hearings and public inquiries when necessary.
- To assist the Senior Management of the Legal Service on specific projects associated with the functions of the Directorate.
- To assist in the training and development of staff in the Legal Service.
- To undertake such other specific work as may be allocated from time to time at the direction of Senior Managers.
- The post holder is required to comply with relevant professional rules of conduct at all times.
- The post holder is required to show a commitment to personal development through continuing professional development and annual performance competencies.
- The post holder is required to support and promote the values of the Council through conduct at work and relationships with colleagues.
- In the event of it being considered in the interests of the services it is open to the Head of Legal Services to deploy the post holder to another legal team in the office so as to vary the duties of the post.

NOTE:

1. The duties of this post fall within Section 2(3) of the Local Government and Housing Act 1989
2. This post is interchangeable with other solicitor posts

PERSON SPECIFICATION

JOB TITLE: Solicitor

DEPARTMENT: Legal Services

Information for Applicants: The Person Specification provides an outline of the experience, skills and abilities we expect the successful candidate to possess. You should match your own skills, experience, and abilities to those listed below. Tell us in what way you have carried out the criteria asked for. Disabled people will be offered an interview where they meet the Essential Criteria alone.

Method of testing

1 = Application form 2 = interview 3 = Assessment

Weight of Criterion

1 = low importance 2 = Medium importance 3 High importance

<u>Key Competencies and Behaviours</u>	How Measured 1 - 3	Weighting of Criterion 1 - 3
1. Skills and Abilities – Essential		
Knowledge, Skills and Abilities:		
<ul style="list-style-type: none"> • Knowledge of Local Government law in addition to specialist knowledge of one or more of the following: <ul style="list-style-type: none"> ➤ Social Care & Education ➤ Property, Planning & Regeneration ➤ Litigation, Housing & Prosecutions ➤ Corporate, Employment & Contracts ➤ Electoral Services ➤ Registration 	1,2 & 3	3
<ul style="list-style-type: none"> • Knowledge of the concept of equal opportunities, policies and application of them. 	1 & 2	3
<ul style="list-style-type: none"> • Good communication skills both oral and written and the ability to explain issues clearly, objectively and in a personable manner. 	1,2 & 3	3

<u>Key Competencies and Behaviours</u>	How Measured 1 - 3	Weighting of Criterion 1 - 3
<ul style="list-style-type: none"> • Advocacy skills. • Solutions focused • Ability to advise Members and Senior Officers • Ability to work under pressure and meet deadlines • Ability to work constructively and co-operatively with other members of staff at all levels. • Ability to adopt a proactive approach to providing legal advice and support • Ability to relate the Council's key policy objectives to the provision of the legal service 	<p>1,2 & 3</p> <p>1,2 & 3</p> <p>1,2 & 3</p> <p>1,2 & 3</p> <p>1,2 & 3</p> <p>1,2 & 3</p> <p>1,2 & 3</p>	<p>3</p> <p>3</p> <p>3</p> <p>3</p> <p>3</p> <p>3</p> <p>3</p>
1. Skills and Abilities – Desirable		
<ul style="list-style-type: none"> • Knowledge of recent relevant legislation in employment/contracts/licensing/local government field. • Knowledge of the needs and expectations of senior Members and officers • Ability to use information technology 	<p>1,2 & 3</p> <p>1,2 & 3</p> <p>1,2 & 3</p>	<p>3</p> <p>3</p> <p>3</p>
2. Special Knowledge – Essential		
<ul style="list-style-type: none"> • 		
3. Experience – Essential		
<ul style="list-style-type: none"> • post qualification legal experience in Local Government Law and one of the following specialist areas: <ul style="list-style-type: none"> ➤ Social Care & Education ➤ Property, Planning & Regeneration ➤ Litigation, Housing & Prosecutions ➤ Corporate & Contracts ➤ Electoral Services ➤ Registration 	<p>1,2 & 3</p>	<p>3</p>

<u>Key Competencies and Behaviours</u>	How Measured 1 - 3	Weighting of Criterion 1 - 3
3. Experience - Desirable		
<ul style="list-style-type: none"> Recent experience of advocacy in the County Court. 	1 & 2	3
4. Other Requirements – Essential		
<ul style="list-style-type: none"> Qualified Solicitor, Barrister or Legal Executive with experience in this field of work 	1 & 2	3
5. Equality – Essential		
<ul style="list-style-type: none"> An understanding of and commitment to equal opportunities in employment and service delivery in a complex organisation 	1 & 2	3
<ul style="list-style-type: none"> knowledge of the concept of equal opportunities, policies and application of them. 	1 & 2	3