

## Job Description



**Post Title:** Solicitor  
**Date:** November 2020  
**Post Number:** 102103                      **Grade:** K  
**Responsible to:** Senior Solicitor  
**Management Level:** 0 The post has no line management responsibilities.

### **Job Purpose:**

To assist the Assistant Director Governance and Senior Solicitor in the provision of a comprehensive legal service for the Council. The role is wide ranging and diverse covering legal advice and assistance to Members and officers in relation to planning, licensing, environmental health, land and property management, corporate and general activities relating to the Council.

### **Main objectives of the service:**

To provide a comprehensive and effective legal service to the Council, its Officers and Members.

### **Resources:**

Staff: This post has no direct line management responsibility.

Finance: This post has no direct responsibility for financial resources.

Physical: This post has no direct responsibility for Council Land and Buildings.

### **Main responsibilities of the post:**

- a) To give advice including;
  - direction and support to officers and Members of the Council on legal issues arising from their functions and services,
  - attendance at such meetings of the Council, its Executive and any committees and sub-committees for the purpose of giving legal advice and of advising on matters of procedure as required by the Assistant Director Governance (Monitoring Officer).
- b) To negotiate and prepare documentation including contracts and agreements relating to the functions and activities of the Council.

- c) To prepare, serve and take appropriate action in relation to statutory notices and documents related to the Council's activities and functions.
- d) To have the care and conduct of and, where appropriate, to represent the Council in proceedings brought by or against the Council in the High Court, County Court, Magistrates Court, tribunals and other forums and where necessary to seek advice from and to instruct Counsel.
- e) To be aware generally of current and impending legislation and legal matters relating to and affecting the Council's functions and activities and to advise the Council and its staff of relevant changes in matters of law affecting the Authority, in consultation with the Assistant Director Governance.
- f) To provide advice and assistance in connection with the development of land, including the acquisition and disposal if Council owned.
- g) To undertake consideration, processing, determination and registration of applications for Assets of Community Value under the Localism Act which council may receive.
- h) To provide support to the Assistant Director Governance in consideration of allegations of any breach of a code of conduct complaint by District or Parish Council.
- i) To provide advice and assistance as may be required in relation to scrutiny reviews.
- j) To prepare and present reports to Members of the Council.
- k) The post holder will actively seek to ensure that the Council meets current and emerging requirements of Equality legislation and promote equality and eliminate discrimination when apply processes relating to all services, facilities and staffing matters.
- l) It is the duty of every post holder while at work to take reasonable care for the health and safety of him/herself or any other person who may be affected by his/her acts or omissions at work. No person shall intentionally or recklessly interfere with or misuse anything provided the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions. The post holder should also co-operate with the employer so as is necessary to ensure statutory provisions are complied with.
- m) Every postholder has a general duty to have regard to the need to safeguard and promote the welfare of children. This post does not have specific safeguarding duties.
- n) Every postholder has a general duty to ensure that data used is accurately recorded and collected and should be aware of data protection requirements. This postholder is responsible for ensuring data related to the section's activities are maintained in accordance with the appropriate standards.
- o) The duties and responsibilities highlighted in this job description are indicative and may vary over time. Postholders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.



### **Transport Requirements:**

The post is mainly office based (subject to homeworking arrangements as may be in place during the coronavirus pandemic) and there are no specific transport requirements. This post is currently designated as a Casual Car User post. The car user status of any post is reviewed periodically (generally every three years).

### **Working Patterns:**

Hours are generally worked during normal office hours with occasional evening working for attendance at meetings and subject to the Council's flexible working schemes.

### **Working Conditions:**

The post is sedentary and office based. The post holder may be exposed to some disagreeable or unpleasant people related behaviour.

### **Political Restrictions:**

This post is deemed to be a politically restricted post.

### **Criminal Records Check:**

This post is subject to a criminal records check in accordance with the Council's Employment Screening procedure.

## Person Specification

	Essential (E) and Desirable (D) qualities required	Evidence
<b>Job Knowledge and Qualifications</b>	<p>Qualified Solicitor with the ability to practice in England and Wales and current Practising Certificate (E)</p> <p>Demonstrable transferrable skills and legal knowledge (E).</p> <p>General knowledge of law affecting local government (D)</p> <p>Knowledge of the current issues facing local government and their impact on performance (D)</p>	<p>A</p> <p>A, I</p> <p>A, I</p>
<b>Experience</b>	<p>A proven track record in developing positive and effective working relationships with a wide range of others (E)</p> <p>Demonstrable experience of acting on own initiative, managing and prioritizing own workload and ability to juggle priorities to meet own and others deadlines (E)</p> <p>Previous experience of legal work in or relating to Local Government (D)</p> <p>Previous advocacy experience (D)</p> <p>Experience of operating in a political/democratic environment (D)</p>	<p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p>
<b>Skills and Competencies</b>	<p>IT literate with a working knowledge of Microsoft Office (E)</p> <p>Ability to gather and interpret information from a wide range of appropriate sources and apply the information to generate or recommend solutions to complex problems and inform decision making (E)</p> <p>Able to demonstrate strong oral and written communication skills including the ability to communicate detailed information, clearly and concisely across a broad range of audiences (E)</p> <p>Ability to act on own initiative, manage and prioritise own workload and juggle priorities to meet own and others deadlines (E)</p> <p>Ability to work effectively under pressure with the ability to adapt and adopt a positive, flexible approach to change to achieve the required outcomes of the post (E)</p>	<p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p>

	Essential (E) and Desirable (D) qualities required	Evidence
	Understanding of operating in a political/democratic environment (E) Able to monitor budgets (D)	A, I A, I
<b>Physical, Mental and Emotional Demands</b> Working environment	Able to undertake occasional out of hours work including attendance at meetings. This job involves contact with people which through their circumstances or behaviour occasionally place emotional demands on the job holder. The role will require prolonged periods of concentrated working including considering complex legal and operational issues and preparing committee reports.	
The Council will consider reasonable adjustments to accommodate applicants with disabilities and or communication difficulties for interview and employment.		
<b>Other</b>	Applications for flexible working such as job share, part time working and home working will be considered subject to negotiation. No Officer shall undertake any private work or outside engagements which may have any relation to a function of the Council. Officers on Spinal Column Point 29 (Grade H) and above shall devote their whole time service to the work of the Council and shall not engage in any other business or take up any other additional appointment without the express consent of the Council.	

Evidence Key

A = Application Form    I = Interview