

Job Description

Post title	Assistant Solicitor	Grade	H
Department	Legal and Governance	Post ref	LG6020

Overall job purpose

To assist in the provision of a Legal Service as required across all functions of each Council and to deputise for the Senior Solicitor as required

Reporting relationships

Reports to: Senior Solicitor

Responsible for: None

Key tasks and responsibilities – post specific

To carry out legal work for each Council and give general legal advice to their committees and departments/directorates.

To carry out any legal work, including but not limited to employment, land and property transactions, procurement, capital projects, licensing, planning, contracts, agreements, litigation, governance advice and undertaking advocacy.

To attend Council, Committee and Working Group meetings to provide legal, procedural and constitutional advice as required.

To contribute to the preparation of Freedom of Information, Environmental Information Regulation and Data Protection requests as required.

To provide guidance and advice on the Regulation of Investigatory Powers Act 2000.

To contribute to the project work of each Council.

To ensure the provision of high quality legal advice across all functions as required in pursuit of the priorities of both Councils.

To prepare instructions and briefs to Counsel / external legal advisors.

To prepare and draft complex legal documents and where necessary develop and create mechanisms to meet the requirements of both Councils.

To build and good working relationship with fellow officers and foster partnership working with external partners / agencies.

To contribute to the development of a customer focused Legal Service.

To contribute to the preparation and development of the Service Plan and training plans for the Legal Service.

To deputise for the Senior Solicitor as required.

To identify and implement developments in areas of practice.

Key tasks and responsibilities – corporate

Operate according to the Council's corporate values and codes of behaviour.

Ensure at all times all Health & Safety legislation requirements are met and that the Council's Health & Safety Policy, its arrangements and procedures are implemented. This includes, where applicable, taking responsibility for personal health and safety and having regard to other persons affected by the performance of the duties of the post; ensuring that risk management objectives are delivered and other risk management activities effectively implemented and monitored.
Exercise proper care in handling, operating or safeguarding any equipment, vehicle or appliance provided, used or issued for the performance of the duties of the post.
Have a commitment to and understanding of the Council's approach to equality and diversity and promote and deliver fair, sensitive and quality services.
Comply with all relevant Council policies and procedures including financial regulations, code of conduct, HR policies / procedures, Data Protection, Freedom of Information Act, Environmental Information Regulation, General Data Protection Regulation and ICT Codes of Practice.
Adhere to relevant working practices, methods and procedures and undertake relevant training and development as required and respond positively to new and alternative ways of working.
Carry out any other reasonable duties and responsibilities commensurate with the grade and level of responsibility of the post.
Engage with digital models of service delivery and support the implementation of digital working methods.
Manage and / or use resources in ways that ensure value for money and supporting the commercialism agenda.
Demonstrate a commitment to the delivery of excellent service for all customers and service users.

Employee signature			
<i>This job description represents a statement of the duties of the post but does not include all minor duties. It is inevitable that over time the nature of an individual post will change and existing duties may be lost and others gained without changing the general character of the duties or the level of responsibility. As a result the Council expects that this job description and person specification will be subject to revision.</i>			
Employee signature:		Date:	

Person Specification

Competencies		
<i>Please refer to the relevant competency framework for more information about the behaviour descriptors for each competency. All competencies within the relevant framework are applicable to the post and the ones that have prioritised for recruitment are detailed below.</i>		
Competency framework relevant to the post:	Employee Assessment	
Communication	Application, interview and test	
Team Working	Application and interview	
Changing, learning and improving	Application and interview	
Skills	Essential / Desirable	Assessment
Highly developed written and oral communication skills	Essential	Application, interview and test

Advocacy skills gained in practice	Essential	Application and interview
General I.T. skills	Desirable	Application and interview

Knowledge	Essential / Desirable	Assessment
Knowledge of the legislation governing Local government	Essential	Application, interview and test
Data Protection laws, Regulation of Investigatory Powers Act 2000, Environment Information Regulations 2004, Freedom of Information Act 2000	Desirable	Application and interview

Experience	Essential / Desirable	Assessment
Experience in Local Government	Desirable	Application and interview
Experience in providing legal advice and undertaking legal work	Essential	Application, interview and test

Qualifications	Essential / Desirable	Evidence
Solicitor of the Supreme Court of England and Wales	Essential	Application and documentary

Additional information / other requirements of the post
<ul style="list-style-type: none"> • The postholder is eligible for casual car user allowance. • The post involves driving and so the postholder will be required to undertake relevant DVLA licence checks. • The postholder will be required to work out of normal working hours / attend evening meetings as part of their role. • The postholder will need to be able to work to deadlines • The postholder will need to adopt a flexible approach in their provision and delivery of legal advice • The postholder will be required to work to a high level of independence subject to management direction. • This post is politically restricted under the Local Government and Housing Act 1989

Equality Act 2010
<p>The ways in which a disabled person meets the criteria for a post must be assessed as they would be after any reasonable adjustments required had been made.</p> <p>If appropriate, disabled candidates should indicate on the application form if they have needs which should be considered at the shortlisting stage.</p>

Date produced / last amended
July 2018