



<b>Title</b> Solicitor (Litigation)	<b>Department</b> Policy, Planning, Corporate Services	<b>Post Ref.</b>
<b>Job Purpose</b> To provide legal advice, guidance and representation to customers of Legal Services (internal or external) with particular emphasis on Child Protection & Child related law and Adult Social Care and subject to service demand and direction any of the legal disciplines covered by the section.		
<b>Key Responsibilities</b> <ol style="list-style-type: none"><li>1. To manage a personal caseload providing expert legal advice, support assistance and advocacy by reference to the Job Purpose.</li><li>2. To act on behalf of the customers in legal proceedings and to attend and advise at meetings both internal and external, as required.</li><li>3. To comply with professional standards of conduct, training requirements, internal protocols/standards, policies and procedures of the Authority, or such other body that may apply</li><li>4. To maintain an awareness of legal developments, practice issues or problems that may impact upon work, practice, service delivery or the political direction of the Authority and if necessary to escalate such issues.</li><li>5. To identify changes in law and practice relevant to the post and contribute effectively towards the development of policies, practice and business efficiencies, including delivering training to colleagues and customers.</li><li>6. To provide professional supervision and support to other officers in Legal Services in connection with any matter within the postholder's area of knowledge</li><li>7. To develop and maintain knowledge of the legal disciplines that are allocated to the postholder by managers.</li><li>8. Working proactively, flexibly and where appropriate, collaboratively to achieve continuous service improvements.</li><li>9. To deputise for the Senior Solicitors as necessary.</li></ol>	<b>Key Accountabilities</b> <ol style="list-style-type: none"><li>1. To perform the postholder's responsibilities to a high standard diligently and professionally in accordance with all applicable statutory and regulatory standards, Authority policies and procedures and as directed.</li><li>2. To work proactively, flexibly and where appropriate, collaboratively to achieve continuous service improvements.</li><li>3. To meet service, business plan and personal performance targets.</li><li>4. To have an awareness of budgetary implications of service delivery and to deliver case work within agreed resources.</li><li>5. To work as effectively as possible responding to customer needs within resources, policy, protocols and professional practice parameters.</li><li>6. To participate proactively as a team member in the Litigation section and to build positive relationships with other staff and colleagues.</li><li>7. To contribute to the improvement of customer satisfaction levels for the service.</li></ol>	

<p>10. To maintain relationships with government departments, professional bodies and other public private and voluntary sector organisations to promote the Council's interests from a legal perspective.</p> <p>11. To act as a professional exemplar in carrying out the above duties with a 'can do' attitude.</p>	
<p><b>The post holder will perform any duty or task that is appropriate for the role described</b></p>	

<p><b>Person Specification</b></p>	
<p><b>Education and Knowledge</b></p> <ol style="list-style-type: none"> <li>1. A qualified solicitor or barrister with a current practising certificate.</li> <li>2. An understanding of the statutory and governance frameworks relating to Local Authorities.</li> </ol>	<p><b>Personal skills and general competencies</b></p> <ol style="list-style-type: none"> <li>3. A high level of personal drive and commitment to excellent customer care and the ability to set an example for other staff.</li> <li>4. Strong interpersonal skills to gain the agreement and acceptance of others including colleagues, senior managers and customers.</li> <li>5. Ability to make decisions and solve problems to meet operational targets, involving devising solutions and prioritising the resources available.</li> <li>6. Ability to meet agreed objectives and delivery targets by the effective use of resources.</li> </ol>
<p><b>Experience</b></p> <ol style="list-style-type: none"> <li>7. Recent experience in one or more of the areas listed in the Job Purpose.</li> <li>8. Some local government experience or experience advising local government clients is desirable.</li> </ol>	
<p><b>Role Dimensions</b></p> <ol style="list-style-type: none"> <li>9. Core areas of responsibility as detailed in the Job Purpose above.</li> <li>10. Financial Responsibilities: non designated for the post</li> <li>11. No of direct reports</li> </ol> <p style="text-align: right;"><i>Please attach a structure chart</i></p>	

Date 01/04/2011

Tier 7 – Experienced / Professional Staff