

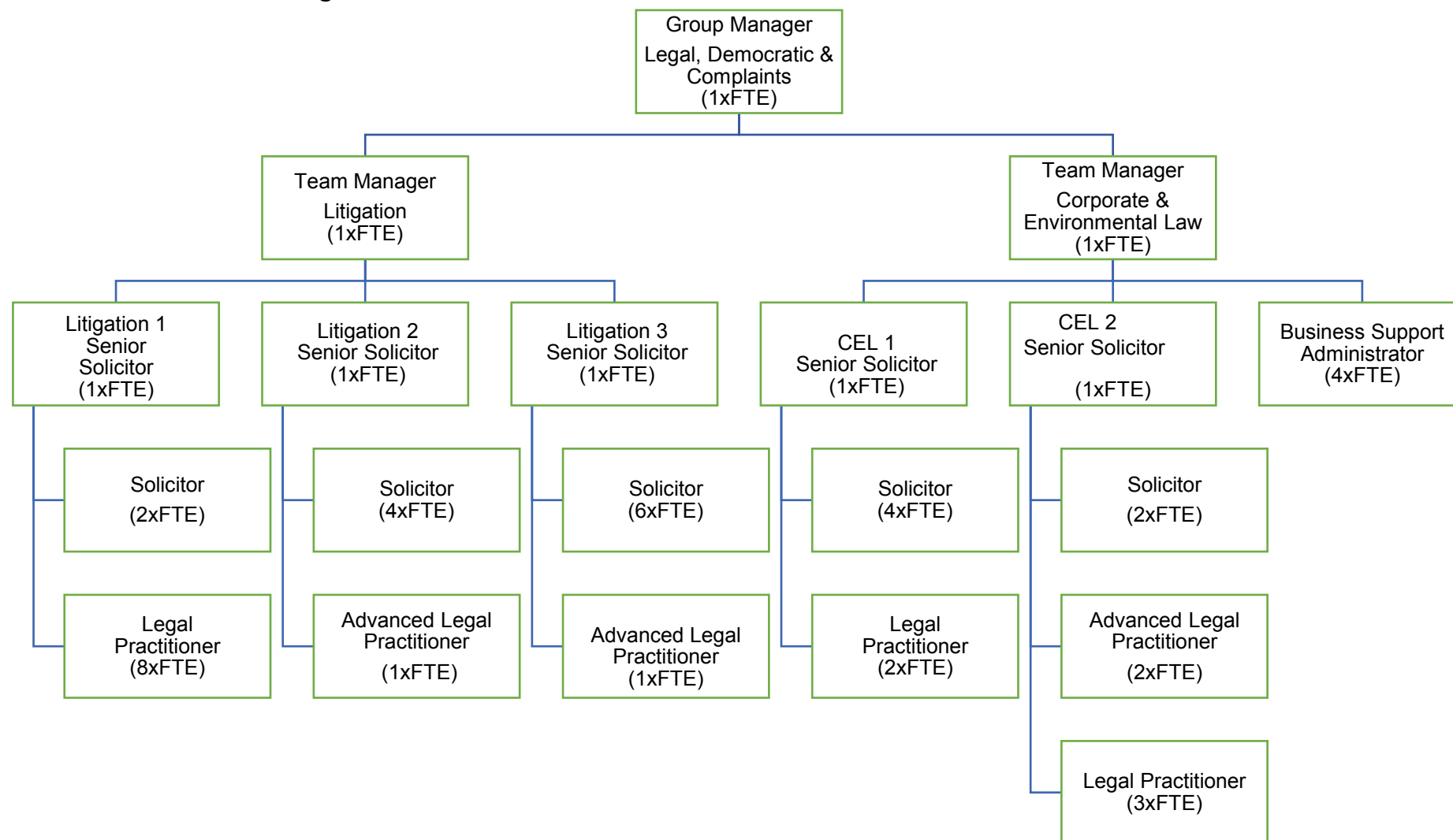
<b>Title</b> <b>Senior Solicitor (Corporate &amp; Environmental Law 2)</b>	<b>Department</b> <b>Chief Executive's Department</b> <b>Legal Services</b>	<b>Post Ref.</b>
<b>Job Purpose</b> To manage a team, provide legal advice, guidance and representation to customers of Legal Services (internal & external) with emphasis on Property, Planning, Highways, Rights of Way, inhouse lead support for major projects, subject to service demand and direction in any of the legal disciplines covered by the section.		
<b>Key Responsibilities</b> <ol style="list-style-type: none"> <li>1. Personally, and by managing staff to deliver effective legal services to both internal and external Clients as required.</li> <li>2. To proactively address service delivery issues as necessary.</li> <li>3. To improve the performance of staff under his/her line management by maintaining communication with staff and providing appropriate support and guidance.</li> <li>4. To assist the Team Manager in improving customer service standards for his/her area of Service</li> <li>5. To act as a professional role model for other staff members in carrying out the duties of the post holder displaying a positive "can do" approach and by working proactively, flexibly and collaboratively as required.</li> <li>6. To actively manage the staff and contribute to the management of the wider Corporate and Environmental Law section with regard to any service delivery, staffing, management or practice issues.</li> <li>7. To build positive relationships with other staff and colleagues within the Council and such external agencies as may be necessary to improve service delivery.</li> <li>8. To escalate issues to the Team Manager as appropriate including changes in operational service delivery, legal or</li> </ol>	<b>Key Accountabilities</b> <ol style="list-style-type: none"> <li>1. Effective management of staff to achieve high levels of performance, conduct, attendance, service delivery, quality, responsiveness, efficiency and value for money.</li> <li>2. To comply with all relevant professional standards of conduct, training requirements, internal policies, procedures and protocols required in connection with the provision of Legal Services</li> <li>3. To achieve specified service targets within agreed resources.</li> <li>4. To alert the Team Manager (Corporate and Environmental Law) to issues that could affect performance with proposals for rectification</li> <li>5. To participate effectively as a member of the Extended Legal Services Management team as required</li> <li>6. To contribute effectively to the development and achievement of Team and Section business plan targets and other initiatives affecting the Legal Service or Department as required.</li> </ol>	

<p>practice developments, together with recommended actions to address those issues.</p> <p>9. To deputise for the Team Manager (Corporate and Environmental Law) and the other Senior Solicitors within the section as required.</p> <p>10. To act on behalf of the Council in legal proceedings and to attend and advise at meetings, both internal and external, as required.</p> <p>11. To contribute to the assessment of new legislative developments and government policies which relate to the work of the Corporate and Environmental Law Section, and provide appropriate advice.</p> <p>12. To contribute as required to ongoing development and improvement of policies, procedures, service provision, business efficiencies, cost effectiveness.</p> <p>13. To monitor, review work flow and distribute work according to demand / capacity / ability and to place work with external agent advisors as and when authorised to do so.</p>	
<p><b>The post holder will perform any duty or task that is appropriate for the role described</b></p>	
<p><b><i>Person Specification</i></b></p>	
<p><b><i>Education and Knowledge</i></b></p> <p>1. Qualified Solicitor / Barrister with current practising certificate.</p>	<p><b><i>Personal skills and general competencies</i></b></p> <p>2. Sets an excellent example of customer care for other staff.</p> <p>3. Effectively sets direction for a team providing motivation for all to deliver high performance.</p> <p>4. Anticipates customer needs to provide excellent service continually striving to improve efficiency and effectiveness</p> <p>5. Sets challenging targets for performance for the team as well as delivering a high degree of personal effectiveness</p> <p>6. Ensures the Council's policies for fairness and respect are delivered including setting high personal standards</p>
<p><b><i>Experience</i></b></p> <p>8. 2 years recent post qualification experience predominantly in one or more of the specialist fields set out in the Job Purpose.</p> <p>9. 1 years experience in local government or of advising local government Clients, whilst holding a practising certificate.</p> <p>10. Experience of managing staff with diverse skills, knowledge and expertise is desirable.</p> <p>11. Understanding of the political context, governance and statutory frameworks relating to Local Authorities.</p>	

	7. Takes an active role in managing risk, health and safety and safeguarding issues.
<b>Role Dimensions</b>  12. Core areas of responsibility - see above and more generally by reference to the Legal Services Core Services Document. 13. To act as an authorised signatory on behalf of the Council in the execution of documents. 14. The number of staff to be managed will vary from time to time but will be no less than 4. The current number of direct reports will be 2 x Solicitors, 2 x Advanced Legal Practitioners, 3 x Legal Practitioners.  <div style="text-align: right;"><i>Please attach a structure chart</i></div>	

Date 28.01.2020

## Office Procedure Manual : Legal Services Structure Chart<sup>1</sup>



<sup>1</sup> Policy Committee 8 January 2014 Resolution 2014/001