

## **JOB DESCRIPTION**

<b>Directorate:</b>	MON – Monitoring Officer Directorate
<b>Division:</b>	Legal Services
<b>Post No &amp; Job Title:</b>	L8 Solicitor
<b>Grade:</b>	Grade 10
<b>Responsible to:</b>	Principal Solicitor (L9)
<b>Responsible for:</b>	No direct responsibility for staff
<b>Main purpose of the job:</b>	The post holder is responsible for providing legal advice and effective delivery of Legal Services across all Council functions

### **Main Duties and Responsibilities:**

1. To provide accurate and timely legal advice on contentious matters to internal officers and Members as necessary. To ensure the Council acts lawfully and within its agreed Constitution, in particular Housing and Regulatory matters as well as across all Council functions.
2. To undertake performance of the day to day Legal Services work, implementation of business plans, personal action plans and professional standards in accordance with the Council's policies and corporate goals.
3. To attend and represent the Council at various meetings, Committees or Cabinet where required by the Principal Solicitor in order to provide legal advice, as required.
4. To assist with providing necessary legal implications on Committee and Cabinet reports as required.
5. To represent the Council as an advocate in the Magistrates' and County Courts.
6. To assist the Principal and Senior Solicitors in meeting service demands as necessary to include non-contentious as required to support service delivery.
7. To maintain continual development training and experience in order to retain a full practicing certificate to be able to practice as a Solicitor.
8. To provide advice and support to junior and less experienced legal staff and assist with their training requirements.
9. To fully utilise the legal case management system and ensure it is fully embedded to continuously modernise the service through effective case management.

10. To promote and maintain proficiency in the full functionality of the Council's ICT systems Undertake training and development appropriate for the role, to meet professional requirements in accordance with the Personal Appraisal Plans.
11. Ensuring the compliance with the Council's Equal Opportunities Policy throughout working practices.
12. As a term of your employment you can be required to undertake such other duties commensurate with your grade and/or hours of work, as may reasonably be required of you.

**DESIGNATED CAR USER**

A car user status has not been attached to this post.

**SPECIAL CONDITIONS**

Duties may include attendance at evening meetings and/or work outside normal office hours.

**RESTRICTIONS**

This is a politically restricted post.

This post is not subject to exemption with reference to the Rehabilitation of Offenders Act 1974.

**NOTE**

The above job description sets out the main responsibilities of Solicitor but should not be regarded as an exhaustive list of the duties that may be required and will be subject to review.

All employees are expected to maintain a high standard of service delivery and to uphold the Council's policies in accordance with equality and diversity standards, and health and safety standards, and to participate in training activities necessary to their job.