

# EMPLOYEE SPECIFICATION

Closing Date: 12 Noon 28 June 2019

|                                       |  |                                |
|---------------------------------------|--|--------------------------------|
| <b>Department: Corporate Services</b> |  | <b>Section: Legal Services</b> |
| <b>Post No:</b><br>COLE01008          | <b>Designation:</b><br>Solicitor (Planning and Regulatory) | <b>Grade: 12</b><br>SCP 34-37  |

## Qualification:

- E A fully qualified Solicitor or Fellow of the Institute of Legal Executives or someone who can demonstrate a level of experience and skill, fitting them for the post.
- HD Successful completion of Part II of the Institute of Legal Executive Examinations.

## Knowledge/Skills/Abilities:

- E Proven knowledge and ability to advise upon and undertake all types of planning work.
- E Ability to draft Legal Agreements relating to planning.
- E Ability to provide accurate, clear and succinct legal advice in writing and in person to Members, Officers and outside bodies.
- E Experience of relevant enforcement work.
- E Ability to work on own initiative.
- E Ability to work effectively as part of a team.
- E Ability to manage and prioritise own workload.
- E Ability to instruct Counsel.
- E Ability to communicate effectively with people at all levels, internally and externally.
- E Ability to deal with complex issues quickly.
- E Excellent communication and inter-personal skills, both written and oral.
- E Highly self-motivated, capable of dealing with a demanding caseload and deliver consistently to deadlines.
- E Working knowledge of Microsoft Office (Word, Excel).
- HD Some advocacy experience.

## Experience :

- E At least 3 years' experience of dealing with Town and Country Planning matters.
- E Experience of attending Planning Committee and advising Members.
- D Experience of working on corporate initiatives/projects.

## Special Requirement:

- E Occasional evening and weekend work may be required.
- D Hold a current full and valid driving licence.

- NB E Essential
- HD Highly Desirable
- D Desirable

Date Produced: February 2019

# JOB OUTLINE

|  |   |  |
|--|---|--|
| Department:<br><b>Corporate Services</b> |   | Section:<br><b>Legal Services</b>      |
| Post Number:<br><b>COLE01008</b>         | Designation:<br><b>Solicitor ( Planning and Regulatory)</b> | Grade: <b>12</b><br><b>SCP 34 - 37</b> |

Closing Date: 12 noon 28 June 2019

## Purpose of Job:

To support and assist the Head of Legal and Democratic Services in the provision of a high quality legal service to the Council, its Committees and Directorates.

## Main Duties/Responsibilities:

### Professional

Undertake many types of legal work as instructed and provide support suitable to Legal Services including:

To provide legal advice and assistance to Members and officers of the Council, particularly in the areas of Town and Country Planning and other related legislation.

To assist the Head of Legal and Democratic Services in ensuring the delivery of a high quality service to the Council on all Town and Country Planning matters, including both contentious and non-contentious matters.

To negotiate, draft and deal with Agreements under Section 106 of the Town and Country Planning Act 1990 and any other related Agreements.

To deal with matters involving planning enforcement covered by the Planning Acts and all related legislation, to include drafting all types of requisitions for information, enforcement notices, stop notices, notices under Section 215 of the Town and Country Planning Act 1990, the obtaining of injunctions, all notices related to Listed Buildings and high hedges. (This is not an exclusive list but merely sets out examples.)

To draft, prepare for and conduct litigation in the Criminal Courts or the Civil Courts (including the instruction of barristers, if required) for any matter relating to planning or environmental issues.

To advise on Tree Preservation Orders as required and if necessary draft and serve such orders and conduct any enforcement or litigation proceedings arising from such orders.

To provide legal advice and assistance and prepare for Public Inquiries pertaining to Planning issues, and attend when required.

To give advice on all Town and Country Planning related matters to the Council and/or Members as and when required and particularly at Planning Committee.

To attend the Cabinet or other Committees, Sub-Committees or Working Parties or other groups of the Council as and when required.

To promote the development and maintenance of the highest professional standards throughout the work and service of the Council and to conduct professional work in accordance with the LEXCEL Manual adopted by the Legal Section.

To provide support in the management of the Planning and Regulatory Group.

Undertake such other duties and responsibilities that may from time to time be allocated by the Head of Legal and Democratic Services.

In addition, other duties at the same level of responsibility may be allocated at any time.

NB: The Council is an equal opportunities employer and provider of services. The Council has a statutory duty to promote equality and all employees must be aware of that duty and work to the Council's equality standards.

Date Produced: February 2019