

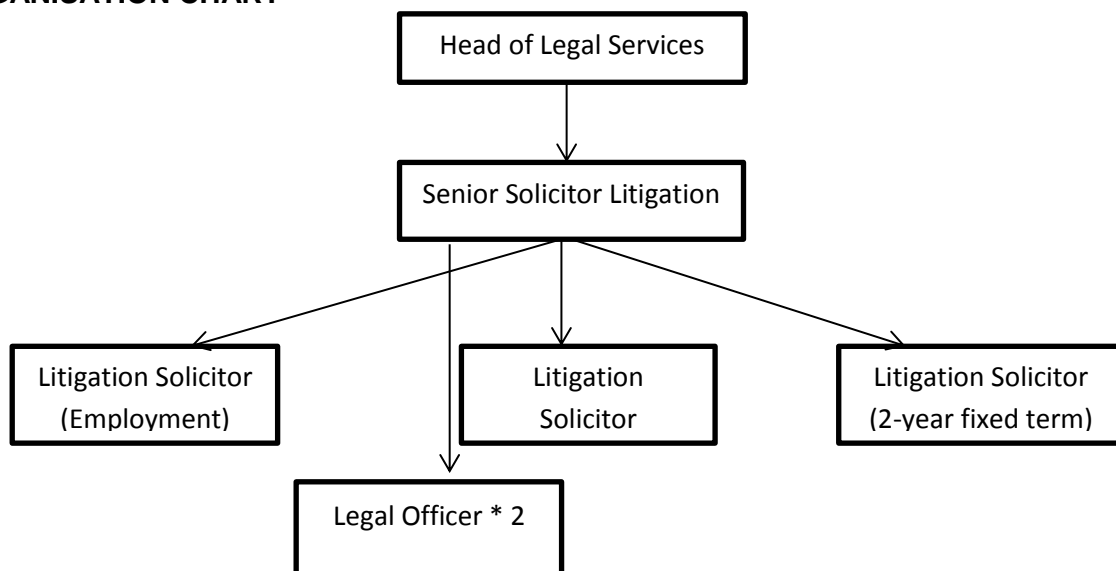
ROCHDALE BOROUGH COUNCIL

JOB DESCRIPTION

SERVICE:	Resources
SECTION:	Legal Services (Litigation Team)
LOCATION:	Number One Riverside
Job Title:	Solicitor
Grade:	9 (Two-Year Fixed Term)
Accountable to:	Senior Litigation Solicitor
Accountable for:	-
Hours of Duty:	37 hours per week subject to the Council's Scheme of Flexible Working Hours or the Service's Work-Life Balance Scheme. Additional evening work is necessary, mainly related to attendance at Committees or late meetings for which time in lieu will be granted
Any Special Conditions of Service:	The Authority operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within in the immediate vicinity of the building which is wholly owned, leased or operated and occupied by Rochdale Borough Council. Casual Car User

The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.

ORGANISATION CHART



Purpose and Objects of the Job

To provide an effective, efficient and professional in-house legal service to the Council.

To provide in-house legal support to the Council in relation to civil litigation and miscellaneous legal work.

Control of Resources

Personnel

To be responsible for the direction, support and motivation of self

Financial

To work in accordance with the financial regulations and procedures of the Authority

To negotiate, maintain and arrange payment of external lawyers' fees and any other related expenses

To record time for the purposes of charging and trading account

Equipment/Materials

To be responsible for the safe use and maintenance of equipment/furniture/materials as used by self and any staff accountable to postholder.

Health/Safety/Welfare

Responsibility for the safety and welfare of self and others in accordance with Council Policies and Procedures.

Equality and Diversity

To work in accordance with the Authority's Policy relating to the promotion of Equality and Diversity.

Training and Development

The post holder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements in accordance with the Council's Performance Management Framework.

The postholder will assist in developing other legal staff's skills and knowledge in relation to relevant legal work.

Relationships (Internal and External)

Internal:-

All staff in Legal Services
Other staff of the Legal & Democratic Services
Officers of other Council Service Areas
Members of the Council

External:- advisers

Solicitors in Private Practice and other external
Members of Parliament
General public
Staff of outside agencies
Staff of other Local Authorities
Members of the Public

Responsibilities

The postholder must -

- I. Perform his/her duties in accordance with Rochdale Council's Equality and Diversity Policy.
- II. Ensure that Rochdale Council's commitment to public service orientation and care of our customers is provided.
- III. Be responsible for the legal work they undertake.
- IV. Act as a legal representative for the council and to provide advice and guidance to elected Council Members and to Officers.

Values and Behaviours

Approach the job at all times using the values set out in the Rochdale Way:

- Valuing our people
- Focusing on customers
- Acting with integrity
- Using time and money wisely
- Working together
- Always learning and improving

Be aware of and apply the Rochdale Way behaviours at all times

Principal Duties

1. To advise on litigation relating to the Council's functions in particular civil litigation and to prepare, conduct and appear on behalf of the Council in the courts, or to instruct Counsel in appropriate cases.
2. To give advice and undertake legal work relating to the Council's powers, duties and functions.
3. To prepare and conduct proceedings and to appear as an Advocate on behalf of the Council in the Magistrates' Court, the County Court and other Courts and Tribunals, or to instruct Counsel in appropriate cases.
4. To attend and advise at Committees and Sub-Committees of the Council and at any other meetings with Members.
5. To attend, advise and, if required, chair any inter-Service Working Groups, Working Parties, Panels, Internal Disciplinary Panels, Multi-Agency Meetings and Inter-Service Meetings.
6. To provide advice and assistance where required to other Officers in Legal Services and Officers of other Services, in relation to legal work and its impact on their duties.
7. To advise on a wide range of legal issues and undertake such other legal work as instructed by the Service Director.

Secondary Duties

1. To participate in Council programmes of in-service training as a trainee and when required as a trainer facilitator.
2. To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the Service Head (or nominated representative) in consultation with the postholder (and if he/she so wishes, with his/her Trade Union representative).

Job Description Prepared By	Saiqa Hussain -----	Date	-----
Agree by Postholder	-----	Date	-----
Supervisor	-----	Date	-----
Service Director	-----	Date	-----

**Rochdale Metropolitan Borough Council
Person Specification**

Service :	Resources	Post:	Solicitor
Section :	Legal Services – Litigation Team	Post Number :	CSLDLT000003
Job Ref:		Grade:	9

Note to Applicants:

The *Essential Criteria* are the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.

The *How Identified* column shows how the Council will obtain the necessary information about you.

If the *How Identified* column says the **Application Form** next to an *Essential Criteria* you **MUST** include in your application enough information to show **how** you meet this criteria. You should include examples from your paid or voluntary work.

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Criteria	Essential (E) or Desirable (D)	How Identified: AF Application Form I Interview A Assessment
(a) Special Working Conditions		
1 Are you willing to attend meetings out of normal office hours where necessary?	E	AF
2 Are you willing to travel where necessary?	E	AF
(b) Qualifications and Experience		
3 Please give details regarding your Qualification as a Solicitor/Barrister/Legal Executive with current Practising Certificate.	E	AF, and production of Certificate at interview
4 Please give details (with examples) of: a) Work undertaken in relation to civil or criminal litigation in a local authority/public sector context; b) Court work and acting as an advocate within the County Court or Magistrates Court dealing with ASB, Injunctions, Closure Orders, general civil litigation or prosecutions. c) Experience in the use of ICT (preferably Word, Outlook, Excel and legal research websites) d) Willingness to undertake other work as per the demands on the Litigation Team.	E	AF & I

(d) Skills and Knowledge		
5	Tell us about your ability to communicate effectively both orally and in writing.	E AF & I
6	What is your understanding of the principles of working in a team, and demonstrate the ability to work effectively as part of a team?	E AF & I
7	Please give details of your organisational and time management skills, ability to prioritise daily/weekly workload, ability to prioritise and delegate.	E AF & I
8	Tell us about your ability to analyse complex information and to produce clear, concise reports, briefing papers and advice to clients and colleagues	E AF & I
9	Tell us about your willingness to take appropriate responsibility and, where relevant, to act on own initiative and to influence clients as well as working as part of a project team.	E AF & I
10	Please give details on your ability to provide training and guidance to Members and Officers.	E AF & I
11	Please give details of your professional skills on drafting, research, negotiating, influencing and advising on the outcome.	E AF & I
12	Tell us about your experience of local government	D AF
13	Please give details of your experience of operating a legal case management system (Civica or similar)	D AF
(d) Behaviours and Values		
14	<p>Approach the job at all times using the values set out in the Rochdale Way:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Valuing our people <input type="checkbox"/> Focusing on customers <input type="checkbox"/> Acting with integrity <input type="checkbox"/> Using time and money wisely <input type="checkbox"/> Working together <input type="checkbox"/> Always learning and improving <p>Please confirm you are willing to adhere to these values and behaviours.</p>	E AF/I
15	If applying as part of the Armed Forces Scheme: Please confirm your last long term employer was the Armed Forces.	D AF
16	If applying as part of the Armed Forces Scheme: Please confirm you have been looking for a job for 6-24 months since you left the Armed Forces.	D AF

