

**Job Description**

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| **Department** | **chief Executive’s** |
| **Job Title** | **Trainee Solicitor** |
| **Grade** | F |
| **Primary Purpose of Job** | To develop the legal skills required to practice as a solicitor and to assist in the provision of legal services to the Council. |
| **Reporting To** | To develop the legal skills required to practice as a solicitor and to assist in the provision of legal services to the Council |
| **Direct Staffing Reports** | None |

**Main Duties**

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| **1** | To deal with legal enquiries from all departments of the Council and give legal advice as appropriate. |
| **2** | To prepare documents and bundles for children, adults, civil and criminal litigation including:1. Preparing, issuing and arranging service of proceedings;
2. Attending upon witnesses to prepare statements/reports;
3. Arranging for the filing and services of statements/reports;
4. Arranging for the attendance of witnesses at Court;
5. Indexing and preparing paginated bundles.
6. Briefs to counsel
 |
| **3** | To be responsible for case and file management. |
| **4** | To attend courts and tribunals to assist solicitors and/or Counsel. |
| **5** | When authorised to appear as the Council’s advocate at Courts, tribunals and inquiries |
| **6** | To prepare children and adult cases. |
| **7** | To prepare for Town and Country planning inquiries and agreements. |
| **8** | To draft and prepare commercial contracts and review framework agreements. |
| **9** | To advise on the status and title of land in commercial and residential conveyancing matters. |
| **10** | To draft and prepare property agreements and other legal documentation in non-contentious cases. |
| **11** | To carry out legal research. |
| **12** | To participate as an active member in the Legal Services Division and to have an awareness of information governance, confidentiality and the law in that regard. |
| **13** | To take up opportunities to develop a good understanding of how the Council operates and to ensure the efficient and effective delivery of services.  |
| **Date Job Description prepared/updated:** |  |
| **Job Description prepared by:** |  |

**Person Specification**

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| **Department** |  |
| **Job Title** |  |
| **Stage One** | Candidates who are care leavers, have a disability, are ex-armed forces or are a carer (see [Carers-Charter-FINAL.pdf (gmhsc.org.uk)](https://www.gmhsc.org.uk/wp-content/uploads/2018/04/Carers-Charter-FINAL.pdf) are guaranteed an interview if they meet the essential criteria for the role  |
| **The Minimum Essential Requirements for the above Post are as Follows:** | **Method of Assessment** |
| **1.** | **Skills and Knowledge** |
| 1. | Able to communicate effectively (orally and in writing) with elected members, officers and with members of the public or their representatives. | Application Form/Interview/Test/Presentation/Assessment Centre |
| 2. | Ability to undertake, research and analyse complex points of fact, law and procedure. | Application Form, Interview and Test. |
| 3. | Ability to draft documents and work accurately. | Application Form / Interview |
| 4. | Ability to represent the Council at interim and final hearings. | Application Form / Interview |
| 5. | Ability to negotiate on behalf of the Client Department or the Council | Application Form / Interview |
| 6. | Ability to recognise conflict between political and legal issues. | Application Form / Interview |
| 7. | Ability to organise personal workload and to work with the minimum amount of supervision. | Application Form / Interview |
| 8. | Ability to contribute as an effective team member. | Application Form / Interview |
| 9. | Must be prepared to meet deadlines, work effectively under pressure and deal with sensitive and emotionally charged work. | Application Form / Interview |
| 10. | Must be prepared to acquire in depth knowledge of at least four different areas of law and meet the Society’s requirements of all areas of law practised with your team. | Application Form / Interview |
| 11. | Must be prepared to acquire knowledge of Magistrates Court and County and High Court procedures, relating to (a) child protection, mental health and general litigation, (b) tribunals, including the Employment Tribunal and (c) Inquiries including planning, highways and CPO (d) Inquests. | Application Form / Interview |
| 12. | Must be prepared to acquire a sound understanding of local government and the democratic process. | Application Form / Interview |
|  | **Competencies** – Please note the council’s corporate competencies, which are essential for all roles, are below in the Core Competencies section  | Interview |
| **2. Experience/Qualifications/Training etc** |
| 1. | A degree or equivalent qualification and a Legal Practice Certificate. | Application Form/Interview and Qualification documents. |
| 2. | Ability to use information technology and generate documents as required. | Application Form / Interview |
| **3. Work Related Circumstances** |
| 1. | All posts require the job holder to undertake mandatory training for the role and to regularly review their developmental needs in conjunction with their line manager. Development of our employees plays a key role in delivering our services | Interview |
| 2. | The Council has a framework of Values & Behaviours that guide our behaviour and decision making to help achieve our vision. All employees are expected to be mindful of these when undertaking their work. | Interview |
| 3. | This role requires the job holder to work outside of normal office hours, for example at evenings and weekends, to meet the needs of the service.  | Interview  |
| **STAGE TWO** | Will only be used in the event of a large number of applicants meeting the minimum essential requirements |
| **Additional Requirements** | **Method of Assessment** |
| **1. Skills and Knowledge** |
| 1. | A Legal Practice Certificate with a minimum grade of commendation | Application Form |
| 2. |  |  |
| **2. Experience/Qualifications/Training etc** |
| 1. |  |  |
| 2. |  |  |

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| **Date Person Specification prepared/updated** | **July 2022** |
| **Person Specification prepared by** | **Head of Legal Services** |

**These core competencies are considered essential for all roles within Bolton Council. Please be prepared to be assessed on any of these during the interview process and, for the successful applicant, throughout the probationary period.**

**Developing Self & Others**

Promote a learning environment to embed a learning culture.  Support others to develop their skills and knowledge to fulfil their potential. Actively pursue your own development. Support and promote the principles of Investors in People.

**Civil Contingencies**

Bolton Council has a statutory duty under the Civil Contingencies Act to respond in the event of an emergency. If Bolton Council’s Emergency Management Plan is activated, you may be required to assist in maintaining key Council services and supporting the community.  This could require working outside of routine working hours and working from places other than your normal place of work.

**Equality & Diversity**

Uphold the principles of fairness and the Equality Act in all undertakings as a Bolton Council employee, including providing a fair, accessible service irrespective of customer’s race, religion, gender, sexuality, disability or age.

**Customer Care**

The ability to fully understand, assess and resolve the needs of all customers including those who present with complex situations, in a manner that respects dignity and expresses a caring & professional image.

**Health & Safety**

Take responsibility for the health and safety of yourself and others who may be affected by your acts or omissions, and comply with all health and safety legislation, policy and safe working practice, including participating in training activities necessary to your post.

**Data Protection and Confidentiality**

Ensure that any personal data or confidential data you hold is kept securely and is not disclosed, whether electronically, verbally or in writing, to any unauthorised third party. Follow Council policies and procedures on dealing with personal information and information assets, including The Code of Conduct, Data Protection, Acceptable Use and Information Security policies. Personal or confidential data should only be accessed or used for council purposes.

**Fluency Duty**

Should you be required, as a regular and intrinsic part of your role, to speak to members of the public in English, you must be able to converse at ease with customers and provide advice in accurate spoken English, as required byThe Immigration Act 2016.

**Working Hours**

The nature and demands of the role are not always predictable and there will be an expectation that work will be required outside of normal hours from time to time.

**Safeguarding**

This Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Should the role involve working with the above groups, you will be subject to an Enhanced Disclosure and Barred List check by the Disclosure & Barring Service.

**The values of an organisation are those key principles by which people are expected to work to day to day. They’re our culture and help define what is expected of each and every one of us**.





