**Job Description**

**Senior Solicitor**

**Level: 12**

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| **Responsible To:**  | **Responsible For:** |
| Legal Services Team Leader  | NA |

**About the job:**

To provide high quality legal advice and services across the councils, supporting and advising partners, officers, and councillors. To lead on major projects which contribute to the Councils’ corporate strategies and to the continuous improvement of Legal Services.

**Role:**

To provide support and advice to officers and members on legal issues relating to Property and Estates work.

To advise (if required) on any other legal issues affecting the two councils including Section 106 agreements and general project work.

To develop and maintain specialist legal skills in property work. To keep up to date with developments in the law and practice and to be proactive in ensuring that these are shared with clients.

To negotiate complex legal agreements on behalf of the councils. To draft and interpret legal documentation and to instruct external legal advisers where necessary.

To promote good corporate governance across the councils. To assist in preparing reports for Full Council, Cabinet and Committees and to advise at those meetings if required.

To assist in providing training to Officers and Members in relation to legal issues.

**Responsibilities:**

**Team:**

* You will work with your colleagues to prioritise team objectives over individual objectives.
* You will support and respect your colleagues at all times**.**
* You will work together to share knowledge and experiences to improve your service.
* You will participate in development activities as required.

**Corporate:**

* You will carry out your duties and responsibilities in line with the Health & Safety Policy and associated legislation.
* You will actively engage with customer care, value for money and performance management.
* Your duties will be carried out in line with our equality scheme.
* You will be compliant at all times with GDPR and data protection legislation.
* You will constructively participate in communication and promotional activities.

**Organisational:**

* You will be prepared to take on responsibilities and projects that may be outside of your normal work area but are relevant to your role.
* You will support an inclusive culture which provides opportunities for everyone to participate and progress.
* You will support effective relationships across all Directorates, with stakeholders and external partners to ensure the Council’s priorities and objectives are met.
* You will positively promote and represent the Council at all times.

**What the successful candidate will have:**

**Qualifications**

* A qualified Solicitor or Barrister or a Fellow of the Institute of Legal Executives with substantial relevant experience and knowledge
* Evidence of continuous professional development through membership of a professional body or further qualification.

**Experience**

* Substantial experience of advising in relation to and undertaking work in property law
* Experience of advising in a diverse range of legal areas relevant to the work of a local authority

**Knowledge**

* An understanding of the political environment and how local authorities function.
* An understanding of the legal framework in which local authorities operate

**Skills & Abilities**

* Excellent communication skills and negotiating skills
* The ability to draft complex legal documents
* The ability to provide accurate, sound legal advice whilst under pressure
* Ability to take the initiative and be pro active
* Excellent IT and administration skills.
* An ability to build relationships with people at all levels in the organisation and provide challenge where necessary to support the delivery of priorities at each organisation.
* The ability to take complex information and present it in an easy-to-understand way.
* The ability to attend meetings out of hours on a regular basis.

**You will play a key part in our organisational culture:**

**FORWARD THINKING** – Plans and prioritises effectively deciding what to do and what not to do

**RESPECT** – Is visible and approachable with colleagues

**PROFESSIONAL** – Demonstrates an awareness of the political context in which decisions are made

**PRIDE** – Creates a positive and upbeat culture amongst colleagues

**ONE TEAM, ONE COUNCIL** – Builds effective relationships outside their immediate team