

**Job Description**

**Senior Solicitor**

Level 12 (£40,478 – £41,495), full time 36.25 hours

**Responsible To: Responsible For:**

Legal Services Team Leader N/A

**About the job:**

To provide high quality legal advice and services across the councils, supporting and advising partners, officers, and councillors on a broad range of legal matters. 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 matters as required, across the full range of the councils’ functions. To provide training to Officers and Members in relation to legal issues.

To develop and maintain specialist legal skills in one or more areas including; prosecutions, contracts, public procurement, town planning, licensing, litigation and property. 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 represent the councils at court and in tribunals.

To promote good corporate governance across the councils. To prepare reports for Full Council, Cabinet and Committees and to advise at those meetings. To lead on major projects, with support from the Legal Executive.



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| **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 and be committed to continuous professional development

**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 committed to ensuring that shared services works for each organisation and act as an advocate for its development over time
* 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 each council’s priorities and objectives are met.
* You will positively promote and represent each council at all times.
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| **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 one or more of the following areas – prosecutions, contracts, public procurement law, property law, litigation, planning law, licensing law
* Experience of working with members of local authorities
* 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.
* A good understanding of the legal framework in which local authorities operate

**Skills and Abilities*** Excellent communication skills.
* Excellent negotiating skills
* Excellent advocacy 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.
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 **You will play a key part in our organisational culture:**

**A LEARNING FORWARD THINKING ORGANISATION** – Plans and prioritises effectively deciding what to do and what not to do, if unsure ask

**RESPECT AND INTEGRITY** – Is visible, approachable, open and honest with colleagues.

**PRIDE** – Creates an upbeat, positive culture among colleagues.

**TWO COUNCILS, ONE SHARED SERVICE**  – Builds effective relationships outside their immediate team, with win-win relationships for all