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| **Department** | **CHIEF EXECUTIVE’S DEPARTMENT – legal SERVICES** |
| **Job Title** | **lawyer (COMMUNITY and litigation)** |
| **Grade** | I |
| **Primary Purpose of Job** | To provide legal advice and support |
| **Reporting To** | Senior Lawyer |
| **Staffing**  **Responsibilities** | Senior Legal Assistants/Legal Assistants |

**Main Duties**

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| **1** | To undertake and manage legal work both personally and as part of a team in accordance with the strategic aims of the council. | |
| **2** | Identify and provide training and development for staff for which the post holder is responsible. | |
| **3** | To work effectively with other officers as necessary to achieve the successful implementation of the council’s objectives. | |
| **4** | To provide advice and effectively conduct legal matters including those relating to employment law, local government prosecutions, civil claims, judicial review, private and public Children Act proceedings, education law and adult social care. | |
| **5** | To have knowledge of the Constitution and strategic aims and be able to advise upon them. | |
| **6** | To provide advice to officers and elected members. | |
| **Date Job Description prepared/updated:** | | **Borough Solicitor** |
| **Job Description prepared by:** | | **May 2020** |



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| **Department** | | **CHIEF EXECUTIVE’S – LEGAL SERVICES** | |
| **Job Title** | | **LAWYER (COMMUNITY & LITIGATION)** | |
| **Stage One** | | Disabled candidates are guaranteed an interview if they meet the essential criteria | |
| **The Minimum Essential Requirements for the above Post are as Follows:** | | | **Method of Assessment** |
| **1.** | **Skills and Knowledge** | | |
| 1. | **Knowledge and Skills**  Knowledge of local government law with a particular emphasis on employment law, local government prosecutions, civil claims, judicial review, private and public Children Act proceedings, education law and adult social care. | | Application form, interview and test and / or presentation |
| 2. | Ability to operate effectively in a sensitive political environment | | Application form, interview and test and / or presentation |
| 3. | Ability to work efficiently with information technology in support of casework. | | Application form, interview and test and / or presentation |
| 4. | **Organisational Skills**  Ability to organise and prioritise own work. | | Application form and interview |
| 5. | Ability to work effectively when faced with a high volume and complex workload | | Application form and interview |
| 6. | **Communication**  Ability to communicate effectively with elected members, colleagues, staff, officers in other agencies and customers, other professionals and members of the judiciary. | | Application form and interview |
| 7. | **Decision Making**  Ability to provide practical legal advice. Ability to identify and bring to the attention of the Senior Lawyer, matters of probity or significance which may have a detrimental effect on the council. | | Application form, interview and test and / or presentation |
| 8. | **Competencies** – Please note the council’s corporate competencies, which are considered to be essential for all roles, are in the attached CORE COMPETENCIES document | | Interview |

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| **2. Experience/Qualifications/Training etc** | | |
| 1. | Solicitor or Barrister or Fellow of the Institute of Legal Executives. | Application Form/Certificate /Interview |
| **3. Work Related Circumstances** | | |
| 1. | The post holder will be required to work outside normal office hours in line with business requirements | Application Form/Interview |
| 2. | This post has been designated an essential car user post. Applicants must hold a full, current and valid driving licence and a vehicle with a current valid MOT certificate. There must also be adequate vehicle insurance cover to comply with the council’s requirements, in line with the Travel Costs Reimbursement Policy | Application Form/Certificates |
| 3. | This post is subject to a standard disclosure from the Disclosure & Barring Service | Application Form |

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| **Date Person Specification prepared/updated:** | September 2014 |
| **Person Specification prepared by:** | Borough Solicitor |



**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.