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| **Department** | CHIEF EXECUTIVE’S – LEGAL SERVICES |
| **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** | The Trainee Solicitor's Principal in accordance with the terms of the Training Contract with the Law Society and under the day to day supervision of the relevant Principal Lawyer |
| **Staffing** **Responsibilities** | N/A |

**Main Duties**

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| **1** | To undertake practical training and under supervision, carry out the duties of a solicitor practising within local government. |
| **2** | To deal with the legal enquiries from all departments of the Council and give legal advice as appropriate |
| **3** | To prepare documents and bundles for civil and criminal litigation including:(i) Preparing, issuing and arranging service of proceedings;(ii) Attending upon witnesses to prepare statements/reports;(iii) Arranging for the filing and services of statements/reports;(iv) Arranging for the attendance of witnesses at Court;(v) Indexing and preparing paginated bundles |
| **4** | To be responsible for case and file management |
| **5** | To attend courts and tribunals to assist solicitors and/or Counsel |
| **6** | When authorised to appear as the Council’s advocate at Courts, tribunals and inquiries. |
| **7** | To prepare childcare cases |
| **8** | To prepare for Town and Country planning inquiries and agreements |
| **9** | To draft and complete contracts |
| **10****11****12****13** | To advise on the title of land in conveyancing mattersTo draft and prepare property agreements Carry out legal Research.To participate as an active member in the Legal Services Division |
| **Date Job Description prepared/updated:** | **May 2020** |
| **Job Description prepared by:** | **Principal Lawyer** |



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| **Department** | **CHIEF EXECUTIVE’S – LEGAL SERVICES** |
| **Job Title** | **TRAINEE SOLICITOR** |
| **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. | Able to communicate effectively (orally and in writing) with elected members, officers and with members of the public or their representatives. | Application Form, Interview and Assessment and / or Presentation. |
| 2. | Ability to undertake, research and analyse complex points of fact, law and procedure. | Application Form, Interview, Assessment and / or Presentation. |
| 3. | Ability to draft documents and work accurately. | Application Form, Interview, Assessment and / or Presentation. |
| 4. | Ability to represent the Council at interim and final hearings. | Application Form, Interview, Assessment and / or Presentation. |
| 5. | Ability to negotiate on behalf of the Client Department or the Council | Application Form, Interview, Assessment and / or Presentation. |
| 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, Assessment and / or Presentation. |
| 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. |
| 13. | Must be able to demonstrate ability to take responsibility for own learning and development. | Submission of 12-month training record / log to be included with Application Form/Interview |
| 14. | **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. | A law degree or equivalent qualification | Application Form/Interview and Qualification Documents |
| 2. | Legal Practice Course - Post Graduate Diploma with Commendation.  | Application Form/Interview and Qualification Documents |
| 3. | Ability to use information technology in order to generate and save documents as required | Application Form/Interview/Assessment |
| **3. Work Related Circumstances** |
| 1. | Must be willing to work outside normal office hours if circumstances dictate | Application Form/Interview  |
| 2. | This post is subject to a standard disclosure from the Disclosure & Barring Service | Application FormInterview |
| **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. Experience/Qualifications/Training etc** |
| 1. | Legal Practice Course – Post Graduate Diploma with Distinction  | Application Form/Interview and Qualification documents |

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| **Date Person Specification prepared/updated:** | **May 2020** |
| **Person Specification prepared by:** | **Principal Lawyer** |



**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.