



JOB DESCRIPTION

JOB TITLE:	Solicitor (Corporate and Commercial) Permanent
DEPARTMENT:	Legal Service
SERVICE:	Legal and Democratic Services
GRADE:	Band 8/9 or 10 (grade will depend on experience) Salary: From £32,233 up to £40,858 (Depending on experience)
RESPONSIBLE TO:	Principal Solicitor (Corporate and Commercial)
RESPONSIBLE FOR:	Legal Executives, Trainees and other staff on specific assignments

MAIN PURPOSE OF THE JOB

The Corporate and Commercial provides legal advice, assistance and representation to the Council, its members, its officers, STAR Procurement Service, schools and other clients across all relevant areas of corporate and commercial and local government law.

MAIN DUTIES

1. To work effectively with other officers of the Council as necessary to support and achieve the delivery of the Council's objectives.
2. To provide high quality, timely advice and guidance relating to new legislation, statutory instruments, policy documents, circulars and case law.
3. To prepare reports for and attend such meetings of the Council, the Executive Committees, Sub-Committees and Working Parties as may be necessary in connection with the duties of the post.
4. Prepare and as directed conduct cases on behalf of the Council in the Magistrates, County and High Courts and before other tribunals.

5. Assess the need to instruct external Solicitors and Counsel in accordance with service procedures and where appropriate to prepare instructions for Counsel/external solicitors and work with them to achieve agreed objectives.
6. Contribute both individually and as part of a team to the achievement of the highest quality results in all aspects of the work of the Legal Services.
7. Develop and maintain effective client relationships with partners and external agencies to improve service delivery
8. To communicate and engage with a wide range of stakeholders, building partnerships and productive working relationships to achieve shared objectives
9. Champion customer focus; listen to and communicate effectively with clients and stakeholders
10. Promote collaborative working across the Council and maintain a focus on customer orientation and service quality.
11. Provide leadership support, supervision and ensure the effective motivation and development of staff.
12. Undertake all other duties as required by the Legal Service including deputising for the Principal Solicitor in relation to operational work associated with the relevant area of specialism, as and when required.

Corporate and Commercial specific duties

The post holders will support stakeholders by providing specialist and proactive legal advice and assistance across a range of areas arising within the post holder's area of responsibility, including:-

- EU public procurement rules and application;
- Contracting and procurement processes;
- Employment law;
- Data Protection and Freedom of Information;
- State Aid;
- Commercial and financial awareness;
- Contract management and dispute resolution;
- Drafting and where appropriate, negotiating, relevant documentation;
- Licensing and public protection;
- Community Partnerships and business models;
- Local government law and procedures.

Other Information

You will possess commercial awareness and have a “can do” approach. You’ll be skilled at drafting legal documentation, providing concise and clear advice, and carrying out legal research and analysis. You will be well-organised and

adaptable, as you may from time to time be asked to take on challenges outside your field of expertise.

The Trafford Legal Services team uses a legal management system. Experience of such systems and associated functions, such as time recording, will be an advantage.

Health and Safety

To operate safely within the workplace with regard to the Council's health and safety policies, procedures and safe working practices. To be responsible for your own Health and Safety and that of other employees.

Equalities & Diversity

To work within the Council's Equalities and Diversity Policy, embracing through personal example, open commitment and clear action that diversity is positively valued, resulting in access for all by ensuring fair treatment in employment, service delivery and external communications.

Customer Care

To continually review, develop and improve systems, processes and services in support of the Council's pursuit of excellence in service delivery. To recognise the value of its people as a resource.

Training and Development

To identify training and development needs with your manager, taking an active part in your Personal Development and Review Plan. To access development opportunities as they arise and share learning with others and where appropriate, actively encourage a learning environment and development within others.

Policy

To work at all times within the established policies/practices of the Council, within the framework established by the Council Constitution and associated guidance.

Confidentiality

To adhere to the Council's policies and procedures on confidentiality and the management and sharing of information.

Date prepared/revised: July 2018

Prepared/revised by: DS



PERSON SPECIFICATION

JOB TITLE: Solicitor (Corporate and Commercial)

DEPARTMENT: Legal Services

GRADE: Band 8/9 or 10 (grade will depend on experience)

STAGE ONE: Disabled candidates are guaranteed an interview if they meet the essential criteria

MINIMUM ESSENTIAL REQUIREMENTS	METHOD OF ASSESSMENT *
1. Qualifications/Training etc.	
Qualified Solicitor or Barrister	A/C
Demonstration of CPD	A/I
2. Experience	
<p>Experience in one or more of the following areas of law:</p> <ul style="list-style-type: none"> • EU public procurement rules and application; • Contracting and procurement processes; • Employment law; • Data Protection and Freedom of Information; • State Aid; • Commercial and financial awareness; • Contract management and dispute resolution; • Drafting and where appropriate, negotiating, relevant documentation; • Licensing and public protection; • Community Partnerships and business models; • Local government law and procedures. <p>Initial appointment will be made based on interview and experience. Progression within the grading structure then will be based on the following:</p> <ul style="list-style-type: none"> • Band 8 – up to two years' successful experience and a 	A/I

<p>satisfactory PDR based on client feedback, level of supervision required, complexity of work carried out, training and meeting time recording targets</p> <ul style="list-style-type: none"> • Band 9 – two years' experience and a satisfactory PDR based on client feedback, level of supervision required, complexity of work carried out, training and meeting time recording targets • Band 10 – three or four years' experience and a satisfactory PDR based on client feedback, level of supervision required, complexity of work carried out, training and meeting time recording targets 	
Experience of working with and providing corporate and commercial legal advice and assistance to other departments/services	A/I
Experience of instructing external Solicitors and/or Counsel.	A/I
3. Knowledge	
Knowledge of current and proposed legislation relating to commercial, contractual and procurement matters	A/I
Knowledge of data protection principles and practices	A/I
Knowledge, awareness and commitment to the Council's Equal Opportunities Policies	A/I
4. Skills & Abilities	
Ability to give clear and accurate legal advice	A/I
An enthusiastic, persuasive and effective communicator, able to influence and negotiate at senior levels. Ability to prepare and present high quality written reports and complex legal documents	A/I
Ability to work independently, make decisions and demonstrate initiative	A/I
Ability to produce solutions and develop strategies over long periods	A/I
Ability to interpret highly complex and varied information and clearly communicate this to people who may have no specialist knowledge	A/I
Ability to adapt to change, understanding and using new information quickly	A/I
Ability to work effectively and efficiently under pressure	A/I
IT literate and competent to use specialist computer software for the purposes of time recording and general day to day activity	A/I

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. Qualifications/Training etc.		
None		
2. Experience		
Recent Experience of advising upon commercial, contractual and procurement issues.		A/I
Experience of working as a local authority solicitor or trainee		A/I
Wider experience of local government legal work		A/I
Experience of supporting Committees and/or Sub-Committees.		A/I
Experience of legal case management systems and time recording		A/I
3. Knowledge		
Knowledge of local government, administrative and committee legislation and procedures		A/I
Knowledge of other legislation relating to local government		A/I
4. Skills & Abilities		
Advocacy and litigation experience		A/I

*** Method of Assessment**

A = Application form, **C** = Certificate, **E** = Exercise, **I** = Interview,
P = Presentation, **T** = Test, **AC** = Assessment centre

Date prepared/revised: July 2018
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