



ROLE PROFILE

Role Title: Senior Solicitor

Service: Legal & Democratic Services

Directorate: Transformation and Resources

Accountable to: Principal Solicitor

Grade: PO3

Car Category: Casual

Work Style: Flexible Office Based Worker

Purpose of role

- To offer direct support, and assist in all aspects of work of, the Director of Law and Governance and Principal Solicitors in the provision of a comprehensive, proactive and cost-effective, professional legal service to the Council.

Key Objectives

1	To advise in relation to contractual matters (some of which may be complex and of high value impacting on the Council's major policy objectives).
2	To advise in respect of procurement matters (some of which may be complex and of high value impacting on the Council's major policy objectives).
3	To supervise and manage the staff for whom the post holder is responsible for and, as requested by the Director of Law and Governance or Principal Solicitors, to allocate work and monitor performance of staff, so as to provide cost effective and efficient legal services of the highest professional standard



4	To provide leadership to staff who report to the post holder ensuring at all times that their objectives are commensurate with service and corporate goals. To assist the Director of Law and Governance and Principal Solicitors in ensuring that staff of appropriate calibre are recruited, trained and developed to maximise performance and to provide for succession and continuity and to conduct development review interviews.
5	To undertake such legal duties as are assigned, including the drafting of documentation in new work areas, under appropriate supervision, to include the creation of bespoke legal agreements, notices and orders.
6	To create new working practice statements in developing legal areas and the refreshing of existing working practice statements to ensure legal compliance, industry best practice and maximum efficiency in service delivery.
7	To ensure that the Council is advised regarding the implications of all new and current legislation, regulations, judicial decisions etc., which may affect any of the Council's operations.
8	To attend and advise at such Committees, Sub-Committees, Working Parties and meetings as allocated by the Director of Law and Governance and as requested to settle officer reports to be considered at these meetings and ensure the correct preparation of all legal documentation required to implement decisions arising therefrom.
9	As required, to liaise with and represent the Council at meetings with appropriate external agencies, authorities, professional and Government bodies.
10	To assist in developing the Legal Service as a proactive, rather than reactive service and in ensuring that a cost-effective service is provided.
11	To undertake such other duties as may be allocated.



Scope

This role is a key part of the legal team within the Council and the post holder will provide support to the Principal Solicitors and Director of Law and Governance, working closely with Service Managers, Assistant Directors and Directors. They will also work with partner organisations in the delivery of solutions and/ or initiatives.

Work Profile

1. Strategy

The post holder will take a contributory role in developing, implementing and reviewing strategies and procedures for the services that fall within their remit. This will include a contribution to maintaining and updating the Council's Constitution, together with associated processes and systems. They will also contribute, as part of the legal management team, to council-wide strategies, including corporate planning and the People Plan.

2. Performance

The post holder will be accountable to the Principal Solicitor for the performance of the service functions within their remit. They will take a proactive and solution-focused approach in managing underperformance of individuals, teams or whole services within the scope of their role.

They will take a leading support role in the delivery of key objectives, priorities and targets associated with continuous improvement and in developing a more evidence/ intelligence-led approach. They will help to monitor and communicate performance against a series of key performance measures, developing new indicators and targets as needed.

They will recognise, communicate and mitigate any risks to the delivery of high performance standards.

3. Service Quality

The post holder is responsible and accountable for the quality of the functions within their remit and will be held to account by the Principal Solicitor, who is their line manager. They will be responsible for the continuous improvement of their service functions and for upholding and championing agreed standards.



4. Resource Management

The post holder will have line management responsibility for direct reports but no direct budget responsibility.

5. Supervision and Management

The post holder will have line management responsibility for direct reports.

6. Culture

The post holder will support the development of a positive organisational culture that is outward looking, evidence based and customer focused.

The post holder will promote equality of opportunity in the delivery of the duties of the role.

7. Communications

The post holder will have a lead role in communicating with directorates and services at all levels, in ensuring good standards of legal practice, sound judgement and decision-making and ensuring consistent application of standards.

8. Main Contacts Associated with Principal Duties

The main day to day contacts for the post holder will be their immediate team, directorates and services that they support (including senior managers), team managers and individual employees. They may also handle calls and written contact from other parties such as external organisations including the courts and judiciary, professional bodies and external lawyers.

9 . Commitment

The Council's normal working week for the purposes of calculation of premium rates and enhancements is Monday to Friday 7 am to 7 pm. The Councils operates a standard working week of 36 hours.

10. Risk Management

The post holder will identify any major corporate risks that they encounter during the execution of their role and report these to their line manager promptly. They will work with the directorate and service that they support to identify, manage and mitigate any risks pertaining to the legal aspects of service delivery.



11. Working conditions

The post is flexible office-based but may involve frequent travel to other sites to undertake the duties of the post.

12. Equal Opportunities

The Council is committed to achieving equality of opportunity both in the delivery of services to the community and its employment arrangements. We expect all employees to understand and promote our policies in their work.

13. Customer Focus

To always meet the Council's Standards of Customer Care.

14. Core Tasks

To undertake any other duties which may be required within the needs of the service that are commensurate with the grade.

15. Health & Safety

All employees have a responsibility for their own health & safety and that of others while undertaking their duties. Employees have a general duty to assist the Council in implementing its general statement on health & safety policy.

16. Legislation

To comply with Data Protection legislation and all other relevant and applicable statutory legislation together with Council policies and procedures

17. Training & Development

To comply with the Council's policies and practices relating to training and development, including a regular development appraisal.

18. I.T.

The post holder is expected to comply with the Council's policies and practices relating to use of I.T. and equipment.

19. Creativity

The post holder can contribute ideas relating to the tasks that they undertake, to their line manager for consideration.



20. Decisions and Consequences

The post holder will usually carry out allocated tasks and duties under the supervision of their line manager.

21. Work Context

This role is a key part of the legal team within the Council and the post holder will provide support to the Principal Solicitors, working closely with Service Managers, Assistant Directors and Directors. They will also work with partner organisations in the delivery of solutions and/ or initiatives.

The above duties and responsibilities do not include or define all tasks, which may be required to be undertaken by the post holder. The duties and responsibilities may vary without changing the general character of the duties or the level of responsibility entailed. These factors are reflected in the grading of the post.

22. Physical Demands

The post is flexible office-based, so no unusual physical demands have been identified.

23. Environmental Improvement

The Council is committed to improving the environment, including climate change, both within the council through its delivery of services and management of sites and in the borough through its influence. We expect all employees to understand and enact positive environmental change within their role.

24. Political Restrictions

This is a politically restricted post (see Section 2 Local Government and Housing Act 1989)



PERSON SPECIFICATION

In this section the Skills, Knowledge, Qualification and Competency requirements to perform the role to a satisfactory standard are set out. The extent, nature and level of the role holder's knowledge and skills should be specified

PERSON SPECIFICATION	Examples specific to role	Required		Method of Assessment Application (A) Interview (I), Testing (T), Reference (R)
		Essential	Desirable	
SKILLS AND KNOWLEDGE Technical knowledge and qualifications	To be a qualified Legal Executive/Solicitor/Barrister	X		A, I
	To have experience of advising in relation to contractual and/or procurement matters	X		A, I, T
	To have experience of attending and advising at local authority Committees, sub-Committees or other such meetings		X	A, I
	To have experience of working on matters/projects within a multi-disciplinary team and providing imaginative and innovative input.		X	A, I
	To hold a current Driving Licence or have equivalent mobility and access to transport.	X		A
	To have knowledge of local government legislation		X	A, I
	To have a thorough understanding of the issues and challenges facing local government, a commitment to the principles of modernisation and an understanding of the Council's corporate objectives		X	A, I
Planning and organising work	Able to operate independently, managing conflicting priorities effectively whilst working to tight	X		A, I



	<p>deadlines</p> <p>Ability to lead and team and line manage others, with effective resource planning skills</p> <p>Methodical and well organised, with a commitment to providing a quality service and attention to detail</p>	X		A, I
		X		A, I
Planning capacity and resources	<p>To have had experience of planning, managing and co-ordinating the work of groups of staff carrying out diverse roles from different disciplines and professional backgrounds and across a range of activities to ensure the delivery of a major Council service</p> <p>Able to lead and manage junior members of staff, utilising a flexible and resilient approach to workforce planning</p> <p>Delivery of results under pressure</p> <p>Planning for long-term projects & deliverables</p>	X		A, I
		X		A, I
		X		A, I
		X		A, I
Influencing and interpersonal skills	<p>Ability to work effectively with Elected Members, senior managers, outside bodies</p> <p>Ability to think strategically and creatively to analyse complex problems and provide effective and innovative solutions to them</p> <p>Professionalism and credibility that establishes and maintains the confidence of Elected Member, local communities, employees and external partners/ stakeholder.</p>	X		A, I
		X		A, I
		X		A, I



PROBLEM-SOLVING Using initiative to overcome problems	Ability to identify a range of appropriate solutions to issues and problems.	X		A, I
Managing risk	Ability to consider and assess risks associated with the services and the Council's wider operations, undertaking risk assessments as required.	X		A, I
	Ability to identify mitigating measures that may be implemented to minimise risk.	X		A, I
Managing change	Ability to lead, manage and promote change in a positive manner to others	X		A, I
ACCOUNTABILITY and RESPONSIBILITY Undertakes tasks without supervision	Ability to work independently and take ownership of key responsibilities of the post.	X		A, I
Other	Commitment to Equality	X		A, I
	Commitment to Health & Safety	X		A, I
	Satisfactory Baseline Personnel Security Standard Check	X		Document Checks (including basic DBS)
	To be willing to attend evening meetings and work outside normal office hours when required.	X		A, I
	Commitment to environment			

COMPETENCIES REQUIRED – All post holders must be able to comply with the Council's Expected Behavioural Standards which include:

- Putting customers first;
- Being positive and adaptable;



- Taking responsibility and achieving results;
- Working together;
- We do what we say we will do when we say we will do it.

In addition, for those posts with management responsibilities the Expected Behavioural Standards will include:

- Service delivery and change management;
- Financial and resource management;
- Leading, motivating and developing.

Other information

- able to travel to meet service delivery requirements
- available to undertake work outside of normal working hours

Signed Line Manager	Signed Head of Service	
Print Line Manager	Print Head of Service	Date