



## ROLE PROFILE

**Role Title:** Solicitor (Housing and Litigation)  
**Service:** Legal  
**Directorate:** Legal & Democratic Services  
**Accountable to:** Assistant Director of Law and Governance  
**Grade:** PO2  
**Car Category:** Casual  
**Work Style:** Flexible Office Based Worker

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### Purpose of role

- To assist in the provision of a comprehensive, proactive, and cost-effective, professional legal service to the Council.

### Key Objectives

1	To manage and advise on a mixed legal caseload primarily focused on Housing. Depending upon business need, such work may include other contentious local government functions relating to Environmental Health, Planning, Employment, Licensing, Debt Recovery, Prosecutions, Regulatory work, Property, Contracts and Procurement.
2	To provide advice and support in relation to complex matters, impacting on the Council's major policy objectives, ensuring that the Council acts in accordance with the law and relevant government guidance and to assist in the drafting of corresponding reports to Officers and Members, as well as providing advice on related procedures and processes.



3	To undertake such legal duties as are assigned, including the creation of 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.
4	To quickly get up to speed with new legislation, government guidance and policy and to apply it effectively when providing advice to clients.
5	To attend and advise at such committees, sub-committees, working groups or other meetings (internal and external) as directed by the Chief Legal and Democratic Services Officer.
6	To liaise with and represent the Council at meetings with appropriate external agencies, authorities, professional and Government bodies.
7	To carry out legal work for, provide legal advice to and take and defend legal action on behalf of the Council and its service directorates including advocacy in Courts, Tribunals, and Inquiries.
8	To assist in developing the Legal Service as a proactive service and to ensure that a cost-effective service is provided.
9	To provide responsive advice to Officers sometimes in pressurised, confidential and / or politically sensitive circumstances.
10	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 Solicitor (DMO) and Chief Legal and Democratic Services Officer, also working closely with Directors, Assistant Directors and Service Managers. 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, where appropriate, to council-wide strategies, including corporate planning and the Our People Strategy.

### 2. Performance

The post holder will be accountable to the Principal Solicitor (DMO) for the performance 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 (DMO), 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 has no line management responsibility, nor any budgetary responsibility.

#### **5. Supervision and Management**

The post holder has no line management responsibility.

#### **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.

#### **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 Council 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 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 is encouraged to contribute ideas relating to the tasks that they undertake, to their line manager.

## **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 Solicitor (DMO), working closely with Directors, Assistant Directors and Service Managers. 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 normally 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	
<b>SKILLS AND KNOWLEDGE</b>  <b>Technical knowledge and qualifications</b>	To be a qualified, experienced Solicitor.	X		A, I
	To have excellent knowledge and significant experience of managing a litigated caseload of Housing Conditions claims either on behalf of claimants or defendants.	X		A, I
	To have excellent knowledge and significant experience of a broad range of public sector Housing law, Policy, and procedure.	X		A, I
	To have proven experience in Anti-Social Behaviour (ASB) cases, possessions and injunctions.	X		A, I



	<p>To have experience of working with others at all levels, including senior officers, confidently and delivering legally sound, high quality, solutions-based advice.</p>	X	A, I
	<p>To understand the political sensitivities of the work and be aware of the impact advice could have for both the Council and the communities it serves.</p>	X	A, I
	<p>To have experience of attending and advising at local authority Committees, sub-Committees, or other such meetings</p>	X	A
	<p>To have experience of working on matters/projects within a multi-disciplinary team and providing imaginative and innovative input.</p>	X	A, I
	<p>To hold a current Driving Licence or have equivalent mobility and access to transport.</p>	X	A, I



	<p>To have knowledge and understanding of local government legislation.</p> <p>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</p>		<p>X</p> <p>X</p>	<p>A, I</p> <p>A, I</p>
<b>Planning and organising work</b>	<p>Able to operate independently, managing conflicting priorities effectively whilst working to tight deadlines</p> <p>Methodical and well organised, with a commitment to providing a quality service and attention to detail</p>	<p>X</p> <p>X</p>		<p>A, I</p> <p>A, I, T</p>
<b>Planning capacity and resources</b>	<p>Able to plan own workload, prioritising urgent matters where necessary.</p>	<p>X</p>		<p>A, I</p>
<b>Influencing and interpersonal skills</b>	<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</p>	<p>X</p> <p>X</p>		<p>A, I</p> <p>A, I</p>



	<p>provide effective and innovative solutions to them</p> <p>Professionalism and credibility that establishes and maintains the confidence of Elected Members, local communities, employees, and external partners/ stakeholders.</p>	X		A, I
<b>PROBLEM-SOLVING</b>				
<b>Using initiative to overcome problems</b>	Ability to identify a range of appropriate solutions to issues and problems.	X		A, I
<b>Managing risk</b>	<p>Ability to consider and assess risks associated with the services and the Council's wider operations, undertaking risk assessments as required.</p> <p>Ability to identify mitigating measures that may be implemented to minimise risk.</p>	X  X		A, I  A, I
<b>Managing change</b>	Ability to promote change in a positive manner to others.	X		A, I
<b>ACCOUNTABILITY and RESPONSIBILITY</b>				



<b>Undertakes tasks without supervision</b>	Ability to work independently and take ownership of key responsibilities of the post.	<b>X</b>		<b>A, I</b>
<b>Other</b>	Commitment to Equality	<b>X</b>		<b>A, I</b>
	Commitment to Health & Safety	<b>X</b>		<b>A, I</b>
	Satisfactory Baseline Personnel Security Standard Check	<b>X</b>		<b>Document Checks (including basic DBS)</b>
	To attend evening meetings and work outside normal office hours when required.	<b>X</b>		<b>A, I</b>
	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