

Principal Solicitor



Job Description

Post	Principal Solicitor	Department	Legal
Salary Grade	M4	Salary Range	£41,438 - £45,462 FTE (pro rata per annum)
Hours	18.5 hours per week	Location	Pippbrook
Reports to	Legal Services Manager		
Post Objective			
<p>To work as a Principal Solicitor in the Legal Services Team where Team members work together to provide a comprehensive legal service to colleagues throughout the Council, covering and supporting each other. Whilst all post holders have the conduct of any work required, this post holder will be responsible for their own work allocated by the Legal Services Manager and Deputy Legal Services Manager, for supervision of a Solicitor and for assisting the Team generally.</p>			
Main Duties			
<p>As a member of the Legal Services Team to provide cover for the Legal Services Manager, Deputy Legal Services Manager and Principal Solicitors during his/her/their absence as appropriate.</p> <p>To assist the Legal Services Manager and Deputy Legal Services Manager in ensuring that the Council complies with all legislative requirements and providing a pro-active, as well as reactive legal service, including (but not be limited to) contributing to ensuring client officers are aware of and trained in recent legal developments affecting their areas.</p> <p>To provide support on the range of District Council legal work, as allocated by the Legal Services Manager, keeping colleagues informed about one's own work. The post holder will have experience and specialist knowledge enabling him/her to take responsibility for the following areas:</p> <ul style="list-style-type: none">• Litigation (including but not limited to prosecutions relating to: Benefit fraud, Housing Fraud, Planning Enforcement, Unauthorised Encampments, Debt Recovery, Fly Tipping, Environmental Health related prosecutions (eg noise nuisance, breach of Abatement Notice), graffiti, littering, dog fouling and other regulatory prosecutions)• Planning (Development Control matters) (prior experience is not necessary, but a willingness to develop your skills and experience is required) <p>Providing high quality and focused advice in those areas and also demonstrating additional in a range of local authority functions</p> <p>To build good and effective working relationships with Senior Officers, colleagues, customers and elected Members.</p> <p>To supervise, as appropriate, the work of other solicitors in the team regarding litigious matters.</p> <p>To be aware of the Council's policy on Risk Management and to escalate any new, emerging or potential risks to the Legal Services Manager.</p> <p>Health and Safety – to work in accordance with the Council's commitment to provide a healthy and safe working environment including the promotion and implementation of health and safety policies and procedures</p> <p>To attend meetings of the Council, its Committees, Sub-Committees and other groups as determined</p>			

to provide legal advice.

To participate in, where appropriate, Working Groups and other corporate projects.

To support the Democratic Services Manager at elections.

To carry out such other duties this may be required by your Manager appropriate to your grade, skills and level of responsibility.

To have a good working knowledge of Lexcel procedures or other case management systems.

To be aware of the Council's policy on Risk Management and to escalate any new, emerging or potential risks to the post holder's line manager.

Carry out such duties as may be required by your manager as appropriate to the post

To ensure that all necessary data is provided in an accurate, reliable and timely manner, and is fit for purpose in accordance with the Council's Data Quality Policy.

Health and Safety – to work in accordance with the Council's commitment to provide a healthy and safe working environment including the promotion and implementation of health and safety policies and procedures

This post is designated as being 'politically restricted', as set out in the Local Government and Housing Act 1989. In particular, this Act prevents 'politically restricted' staff from becoming Members of Local Authorities or Members of Parliament. (Those already so elected may serve out their terms of office). In addition the Secretary of State may make regulations which have the effect incorporating restrictions on political activity into the conditions of service of staff employed in such posts. These are likely to ban public speaking on matters of party political controversy, for example

Person Specification

	Essential
Experience and Knowledge	<p>Demonstrable experience of effective team working.</p> <p>Knowledge of laws, practices and procedures of administration and local government, planning, housing, environmental health, licensing, property, debt collection, procurement and contracts, employment, leisure and recreation, freedom of information, data protection and RIPA.</p> <p>Specific knowledge and experience to enable the post holder to carry out the specialist and day to day work in the following area:</p> <ul style="list-style-type: none"> • A wide range of local authority prosecution and litigation matters • Thorough knowledge of the Civil Procedure Rules • Planning – Development Control (not essential) <p>Able to demonstrate experience in advising on a range of other local authority functions.</p> <p>The post holder will be expected to provide support across all areas of legal work which the Council could reasonably be expected to encounter, within their capability.</p>
Education and Qualifications	<p>An experienced Solicitor of England and Wales with or entitled to a Practising Certificate without conditions.</p> <p>Evidence of and commitment to continuous professional development.</p>
Skills	<p>Able to undertake the full workload of the litigation matters allocated without supervision.</p> <p>Capable of drafting complex legal documentation often under time pressures.</p> <p>Able to demonstrate an innovative approach to legal problems</p> <p>Good numerical skills able to present data to a variety of audiences</p> <p>Excellent verbal, written and comprehension skills – eg the ability to write cogent reports in plain English, give advice on legal issues allocated by the Legal Services Manager</p> <p>Good communication skills – able to liaise and work with Elected Members, Senior Officers and third parties – to include good skills</p>

	<p>of tact and diplomacy, negotiating, persuading and influencing.</p> <p>Ability to interpret and communicate the law, policies and procedures to elected Senior Officers, elected Members, staff, colleagues and customers.</p> <p>Competent in the use of Microsoft Office and able to produce documents in hard and electronic versions, including experience of working on/with website data and using the Internet.</p> <p>Knowledgeable in the development of, use and/or application of software packages including a good working knowledge of Lexcel procedures or other case management systems including</p> <p>The ability to prioritize own workload when experiencing conflicting demands.</p> <p>Ability to work on own initiative.</p> <p>Unquestionable probity</p>
Special Aptitudes	<p>Flexible approach to changing work demands and proven ability to progress developments and improvements in working practices.</p> <p>Willingness to engage positively with corporate initiatives and opportunities.</p> <p>Able to demonstrate a good level of political awareness.</p> <p>Ability to demonstrate commitment to equality and diversity in both delivery of services and in relationships with colleagues.</p>
Job Requirements	<p>Available to work outside normal working hours and attend evening meetings as necessary – to provide cover for colleagues – unlikely to be in excess of 5 meetings each year</p>

Employee Signature		Date	
Manager's Signature		Date	
Job Description Template updated Jan 2018			