



City of

NOTTINGHAM

JOB TITLE: SENIOR SOLICITOR – Grade (J)

Job Description

Department:	Resources	Post Reference
Service:	Legal	No.....
Section:		Grade: As above

1. JOB PURPOSE

To act for and advise the Council in relation to both the legal and administrative aspects of the Council's business. The post holder is an important member of the Legal Services Division of Resources. The Division operates as part of a client focussed business unit providing legal services to various client departments and the Council. It is an expectation that a post holder at this level would work autonomously on a range of the most complex of Civil Litigation cases. The areas of work will vary according to the needs of the service.

2. PRINCIPAL DUTIES AND RESPONSIBILITIES

To act as a solicitor/barrister in support of the Council's functions and to undertake the most complex legal work, as outlined below, appropriate to the grade of the post, as allocated.

1. To provide high level legal advice in relation to legal and administrative matters as required, including to:

1. Councillors
2. Council officers of all levels in own or other client departments
3. Members of other teams in the Council's Legal Division

2. To attend as required:

1. Committees
2. Panels
3. Working Groups
4. Case Conferences
5. Reviews or other meetings

either as the legal representative of the Client Department or Legal Services' representative.

3. To conduct the most complex Legal Proceedings as required in the areas of Civil Litigation such as, but not limited to: Property Litigation, Commercial

Litigation, Contractual disputes, Debt recovery, General Civil Litigation, both pre and post litigation and other related work as required, including:

1. Preparation of all aspects of cases
2. Representation of the Council including advocacy as required in the Magistrates, County and High Courts, Tribunals, Inquiries and representing management at internal appeals.
4. To supervise Solicitors, Legal Executives, Trainee Solicitors and other staff as from time to time required by the Team Leader and to have line management responsibility for members of staff as identified by the Team Leader.
5. To undertake the more complex matters undertaken by the team in the areas of Civil Litigation and other related areas of work as required.
6. To contribute towards the training of other staff.
7. To assist the Team Leader in the management of the team, including ensuring compliance with Team, Divisional, Departmental or Corporate policies and procedures, and when required to deputise for the Team Leader.
8. To undertake any further specified management responsibility as directed by the Team Leader or more senior manager.
9. To carry out the above duties and responsibilities largely unsupervised.

1. This is a politically restricted post under the provision of Section 2(1) c of the Local Government and Housing Act 1989.

2 All staff are expected to maintain high standards of customer care in the context of the City Council's Core Values, to uphold the Equal Opportunities Policy and health and safety standards and to participate in training activities necessary to their post.

3. This is not a complete statement of all duties and responsibilities of this post. The postholder may be required to carry out any other duties as directed by a supervising officer, the responsibility level of any other duties should not exceed those outlined above.

**4. Numbers and grades of any staff supervised by the post holder:
Members of staff-Scale-up to Grade I**

5. Postholder's immediate supervisor – Team Leader

Revised by: Katherine Wiggan Sept 2025



City of

NOTTINGHAM**JOB TITLE: SENIOR SOLICITOR – Grade-Band (J)****Person Specification**

Department:	Resources	Post Reference No				
Section:	Legal Services	Grade: Band (J)				
AREAS OF RESPONSIBILITY	REQUIREMENTS	MEASUREMENT				
		P	A	T	I	D
Technical Understanding	1 Solicitor admitted for not less than 3 years, Barrister having completed a pupillage and called to the Bar for not less than 5 years		✓		✓	✓
	2 Considerable experience of Civil Litigation or equivalent experience in comparable area of legal practice		✓	✓	✓	
	3 Considerable experience of undertaking complex Civil Litigation matters or equivalent experience in comparable area of legal practice		✓	✓	✓	
	4 Evidence of understanding of legal work carried out in local government.		✓		✓	
	5 Ability to analyse and make decisions on legal issues without supervision.		✓		✓	
	6 Ability to organise own workload and work under pressure with minimum supervision.		✓	✓	✓	
	7 Ability to assimilate complex information quickly.		✓	✓	✓	
	8 Experience of dealing with all aspects of the preparation of cases and representation of clients in the County court		✓		✓	

People Management	9	Experience of dealing with complex drafting work.		✓		✓	
	10	Ability to manage the team in the absence of the team leader, including ensuring compliance with team, divisional, departmental or corporate policies and procedures.		✓	✓	✓	
	11	Ability to train staff		✓		✓	
	12	Ability to supervise the work of and line manage other Solicitors, Legal Executives, Trainee Solicitors and support staff.		✓		✓	
	13	Ability to communicate clearly both orally and in writing.		✓	✓	✓	
	14	Ability to prepare comprehensive reports on legal issues with minimum supervision.		✓		✓	
	15	Demonstrate the ability to work as part of a team.		✓		✓	
	16	An understanding of and a commitment to the Council's Equal Opportunities Policy.		✓		✓	
P – Pre-Application	A – Application	T – Test	I – Interview	D – Documentary Evidence			

Prepared by: Beth Brown, Head of Legal Services