



**JOB TITLE: SOLICITOR –Band 5(H) or 5(I)
SENIOR SOLICITOR – Band 4(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. 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 legal work, as outlined below, appropriate to the grade of the post, as allocated.

1. To provide 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 Legal Proceedings 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 Legal Executives, Trainee Solicitors and other staff as from time to time required by the Team Leader.
5. In relation to Band 5(H) and 5(I) posts carrying out the above duties and responsibilities largely unsupervised other than in the case of complex matters.

ADDITIONAL DUTIES AND RESPONSIBILITIES – Senior Solicitor-Band 4(J)

6. To undertake the more complex matters undertaken by the team.
7. In addition to the staff outlined at 5 above, to supervise solicitors in the team as from time to time required by the Team Leader and to have line management responsibility for one member of staff as identified by the Team Leader.
8. To contribute towards the training of other staff.
9. 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.
10. To undertake any further specified management responsibility as directed by the Team Leader or more senior manager.
11. To carry out the above duties and responsibilities largely unsupervised.

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

4. 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.

5. 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.

**6. Numbers and grades of any staff supervised by the post holder:
Senior Solicitors- One member of staff-Scale-up to Band 5(H)**

7. Postholder's immediate supervisor – Team Leader

Revised by: Natalie Grant, Children & Adult Team Leader Dec 2020



City of

NOTTINGHAM

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SENIOR SOLICITOR – Band 4(J)**

Person Specification

Department: Resources Section: Legal Services		Post Reference No Grade: As above				
AREAS OF RESPONSIBILITY	REQUIREMENTS	MEASUREMENT				
		P	A	T	I	D
Technical Understanding	<u>Band 5(H)</u>					
	1 Admitted Solicitor or Barrister having completed a Pupillage and called to the Bar for not less than 2 years.		✓		✓	✓
	<u>Band 5 (I)</u>					
	2 Solicitor admitted for not less than 2 years or Barrister, having completed a Pupillage, and called to the Bar for not less than 4 years		/		/	/
	3 At least 1 year's experience of the work discipline covered by the team.		/	/	/	
	4 Some experience of undertaking complex matters in the work discipline covered by the team.		/	/	/	
AREAS OF	<u>Band 4(J)</u>					
	5 Solicitor admitted for not less than 3 years or Barrister having completed a Pupillage and called to the Bar for not less than 5 years		✓		✓	✓
	6 Considerable experience of the work discipline covered by the team.		✓	✓	✓	

RESPONSIBILITY	7 Considerable experience of undertaking complex matters in the work discipline covered by the Team		✓	✓	✓	
	8 A minimum of one year's legal experience working in a local authority legal department.		✓		✓	
	REQUIREMENTS	MEASUREMENT				
		P	A	T	I	D
	All grades					
	9 Evidence of understanding of legal work carried out in local government.		✓		✓	
	10 Ability to analyse and make decisions on legal issues with minimum supervision.		✓		✓	
	11 Ability to organise own workload and work under pressure with minimum supervision.		✓	✓	✓	
	12 Ability to assimilate complex information quickly.		✓	✓	✓	
	13 Experience of dealing with all aspects of the preparation of cases and representation of clients in the criminal, civil or family courts or other tribunals including the Employment Tribunal.		✓		✓	
14 Experience of dealing with complex drafting work.		✓		✓		
People Management	Bands 5(H)					
	15 Ability to supervise the work of Legal Executives, Trainee Solicitors and support staff.		✓		✓	
	Band 5 (I)					
	16 Ability to supervise the work of more junior solicitors, Legal Executives, Trainee Solicitors and support staff.		/		/	
Band 4(J)						

AREAS OF RESPONSIBILITY	17 Ability to manage the team in the absence of the team leader, including ensuring compliance with team, divisional, departmental or corporate policies and procedures.		✓	✓	✓	
	18 Ability to train staff		✓		✓	
	19 Ability to supervise the work of other Solicitors, Legal Executives, Trainee Solicitors and support staff.		✓		✓	
	REQUIREMENTS	MEASUREMENT				
		P	A	T	I	D
	All grades					
	20 Ability to communicate clearly both orally and in writing.		✓	✓	✓	
21 Ability to prepare comprehensive reports on legal issues with minimum supervision.		✓		✓		
Work to promote Mutual Respect and Good Relations	All grades					
22 Demonstrate the ability to work as part of a team.		✓		✓		
23 An understanding of and a commitment to the Council's Equal Opportunities Policy.		✓		✓		
24 Must be willing to work out-of-hours on occasion and to provide overnight on call cover at the reasonable request of management.		✓		✓		
P – Pre-Application	A – Application	T – Test	I – Interview	D – Documentary Evidence		

Revised by: Sarah Molyneux / Malcolm Townroe – Legal Services Managers-
17 October 2011

