

## Job title: SOLICITOR – Grade I

**Department:** Finance & Resources

**Service:** Legal Services

**Grade:** Litigation

**Post reference number:**

### 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 on a range of complex cases/issues with a minimal level of supervision. 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:

- Councillors
- Council officers of all levels in own or other client departments
- Members of other teams in the Councils Legal Division

2. To attend as required:

- Committees
- Panels
- Working Groups
- Case Conferences
- Reviews or other meetings

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

3. To conduct legal proceedings as required in relation to 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. This will include but is not limited to:

- Preparation of all aspects of cases both pre and post litigation;
- Representation of the Council including advocacy as required in the County and High Courts, Tribunals, inquiries and representing management at internal appeals.

4. To supervise Legal Assistants, Legal Executives, Trainee Solicitors or other staff as from time to time might be required by the Team Leader.
5. To carry out the above duties and responsibilities largely unsupervised other than in the case of complex matters, including balancing the conflicting demands of a varied caseload.

**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 Equality and Diversity Policy and health and safety standards and to participate in training activities necessary to their post.**

**3. All staff are expected to abide by the obligations set out in the Information Security Policy, IT Acceptable Use Policy and Code of Conduct in order to uphold Nottingham City Council standards in relation to the creation, management, storage and transmission of information. Information must be treated in confidence and only be used for the purposes for which it has been gathered and should not be shared except where authorised to do so. It must not be used for personal gain or benefit, nor should it be passed on to third parties who might use it in such a way. All staff are expected to uphold the City Council obligations in relation to current legislation including the Data Protection Act and Freedom of Information Act.**

**4. This is not a complete statement of all duties and responsibilities of this post. The post holder 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.**

**5. Numbers and grades of any staff supervised by the post holder:**

Members of staff up to Grade H

**6. Post holder's immediate supervisor: Senior Solicitor, Grade J**

**Prepared by/author:** K Wiggan

**Date:** Sept 2025

**Job title:** Team Leader Litigation & Dispute Resolution

**Note:** This section should only be included in job descriptions issued to employees and should not be sent to all job applicants.

I understand and accept the job duties and responsibilities contained in this job description.

**Signature:** .....

**Date:** .....



City of

**NOTTINGHAM****JOB TITLE: SOLICITOR – Grade I****Person Specification**

<b>Department: Resources</b>		<b>Post Reference No</b>				
<b>Section: Legal Services</b>		<b>Grade: I</b>				
<b>AREAS OF RESPONSIBILITY</b>	<b>REQUIREMENTS</b>	<b>MEASUREMENT</b>				
		<b>P</b>	<b>A</b>	<b>T</b>	<b>I</b>	<b>D</b>
<b>Technical Understanding</b>	<b>1 Solicitor admitted for not less than 2 years, Barrister having completed a pupillage and called to the Bar for not less than 4 years</b>		✓		✓	✓
	<b>2 At least 1 year's experience of Civil Litigation or equivalent experience in comparable area of legal practice</b>		✓	✓	✓	
	<b>3 Some experience of undertaking complex matters in the work discipline covered by the Team, or equivalent experience in comparable area of legal practice</b>		✓	✓	✓	
	<b>4 Evidence of understanding of legal work carried out in local government.</b>		✓		✓	
	<b>5 Ability to analyse and make decisions on legal issues with minimum supervision.</b>		✓		✓	
	<b>6 Ability to organise own workload and work under pressure with minimum supervision.</b>		✓	✓	✓	
	<b>7 Ability to assimilate complex information quickly.</b>		✓	✓	✓	

<b>People Management</b>  <b>Communication and customer care</b>  <b>Work to promote Mutual Respect and Good relations</b>	<b>8</b>	<b>Experience of dealing with all aspects of the preparation of cases and representation of clients in the County Court;</b>		✓		✓	
	<b>9</b>	<b>Experience of dealing with complex drafting work.</b>		✓		✓	
	<b>10</b>	<b>Ability to supervise the work of more junior solicitors, Legal Executives, Trainee Solicitors and support staff.</b>		✓		✓	
	<b>11</b>	<b>Ability to communicate clearly both orally and in writing.</b>		✓	✓	✓	
	<b>12</b>	<b>Ability to prepare comprehensive reports on legal issues with minimum supervision.</b>		✓		✓	
	<b>13</b>	<b>Demonstrate the ability to work as part of a team.</b>		✓		✓	
	<b>14</b> <b>15</b>	<b>An understanding of and a commitment to the Council's Equality and Diversity Policy.</b> <b>Must be willing to work out of hours on occasion.</b>		✓ X		✓ X	
<b>P – Pre-Application</b>	<b>A – Application</b>	<b>T – Test</b>	<b>I – Interview</b>	<b>D – Documentary Evidence</b>			

**Prepared by: Beth Brown, Head of Legal Services**