

## JOB DESCRIPTION



<b>POST TITLE:</b>	<b>SOLICITOR</b>
<b>POST NUMBER:</b>	<b>DL02</b>
<b>GRADE:</b>	<b>I</b>
<b>RESPONSIBLE TO:</b>	<b>Operations Manager for Legal and Monitoring (Legal Services Manager)</b>
<b>RESPONSIBLE FOR:</b>	<b>N/A</b>
<b>LIAISON WITH:</b>	<b>Members and officers of the Council, Parish Councillors, members of the public, members of the legal profession and officers from central government.</b>

### **KEY CORPORATE ACCOUNTABILITIES:**

Provide a pro-active and supporting role to the Council/officers and members in corporate and operational projects by providing sound and accurate legal advice and assistance.

### **KEY SERVICE ACCOUNTABILITIES:**

1. Provide legal advice to the council, its members and officers on legal and procedural matters.
2. Attend meetings of Council, Committees, sub-Committees and other meetings as required.
3. Undertake contentious and non-contentious legal work as required.
4. Prepare and present lectures and seminars to members and officers.
5. Negotiate agreements and contracts on behalf of the council and contribute to the resolution of other strategic issues working with members and officers at all levels.
6. Appear on behalf of the Council in the magistrates' and county courts and at public inquiries.
7. Negotiate and settle the outcome of litigation and other contentious matters in the best interest of the Council.
8. Assist in the monitoring of out-sourced work.
9. Advise on any changes in the law that may affect all or part of the Council.

### **OTHER DUTIES:**

In order to deliver services effectively, a degree of flexibility is needed and the post holder may be required to perform work not specifically referred to above. Such duties, however, should not normally exceed those expected of an employee at that grade.

### **HEALTH AND SAFETY:**

The Council has a health and safety policy, which outlines its responsibilities as an employer, and the responsibilities of its employees in respect of health and safety. All employees need to be aware of this policy and comply with its content.

### **DATA PROTECTION:**

It is the responsibility of the Post holder to ensure that the section's requirements for compliance with the Data Protection legislation are met.

## EQUAL OPPORTUNITIES

The Council is committed to providing equality of opportunity, and has an Equal Opportunities Policy, which gives clear guidance on the responsibilities of both the employee and the employer. All employees must be familiar with and comply with all aspects of the Policy.

Date: May 2005

## MID DEVON DISTRICT COUNCIL'S REQUIRED COMPETENCIES



Our eight core competencies are relative to every role within Mid Devon District Council. They link to our values of Pride, Performance, People and Partnerships to support the delivery of our vision, together with building an effective, positive and collaborative place to work.

Seeing the Big Picture	<i>You understand how your role fits with and supports the organisational objectives. You recognise the wider Council's priorities and ensure work is in the wider public needs</i>
Changing & Improving	<i>You seek out opportunities to create effective change and suggest innovative ideas for improvement. You review ways of working, including seeking and providing feedback in a positive manner</i>
Making Effective Decisions	<i>You use evidence and knowledge to support accurate decisions and advice, carefully considering alternative options, implication and risks of decisions</i>
Delivering Quality, Value & Pace	<i>You deliver service objectives with professional excellence, expertise and efficiency, taking into account the diverse customer needs and requirements in a timely manner</i>
Leading by Example	<i>You show pride and passion for public service, creating and engaging others in delivering a shared vision. You value difference, diversity and inclusion, ensuring fairness and opportunity for all</i>
Communicating & Influencing	<i>You communicate purpose and direction with clarity, integrity and enthusiasm. You respect the needs responses and opinions of others</i>
Building Capability	<i>You focus on continuous learning and development for self, others and the organisation as a whole</i>
Collaborating & Partnering	<i>You form effective partnerships and relationships both internally and externally, from a range of diverse backgrounds, sharing information, resources and support</i>

The above competencies should be read in conjunction with the listed policies below. Managerial roles should pay special attention to the expectations of managers as set out within the staff charter.

**The Code of Conduct, The Dignity at Work Policy, The Nolan Principles and The Staff Charter**

# **PERSON SPECIFICATION**

## **SOLICITOR**

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Qualifications and Experience:</b>	<ul style="list-style-type: none"> <li>Professional qualification as Solicitor/Legal Executive</li> </ul>	<ul style="list-style-type: none"> <li>Local Government experience</li> </ul>
<b>Knowledge and Expertise:</b>	<ul style="list-style-type: none"> <li>Sound knowledge of law, practice and procedure with up to date knowledge of one or more of the following: planning, housing, litigation (civil/criminal), data protection/FOI and licensing.</li> <li>Good verbal and written communication and presentation skills including advocacy experience.</li> <li>Ability to prioritise workloads and meet targets.</li> <li>Experience of giving legal advice without supervision.</li> <li>Knowledge and experience of IT systems, in particular Microsoft Word.</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of law relating to District Council functions.</li> </ul>
<b>Skills:</b>	<ul style="list-style-type: none"> <li>Influencing skills.</li> <li>Negotiating skills</li> </ul>	
<b>Personal Attributes:</b>	<ul style="list-style-type: none"> <li>Committed to equality of opportunity and understanding of diversity issues</li> <li>Concise and clear thinking</li> <li>Well organised approach</li> <li>Self-reliant, well motivated and be able to work alone as well as within a small team.</li> <li>Ability and willingness to learn new areas of law.</li> </ul>	
<b>Special Requirements:</b>	<ul style="list-style-type: none"> <li>Some attendance at evening meetings</li> <li>Able to work additional hours as required including evening work to attend meetings and meet set deadline.</li> </ul>	<ul style="list-style-type: none"> <li>Postholder will need to be mobile as travel throughout the Mid Devon District area may be required.</li> </ul>