

JOB DESCRIPTION



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

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 a varied caseload of contentious and non-contentious legal work as required, including preparation of all legal documentation relevant to the caseload and conducting of legal research.
4. Acquire and maintain an up to date knowledge of all current legislation and professional requirements and inform and instruct colleagues as necessary. Prepare and present lectures and seminars to members and officers as necessary.
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 instruction, direction and monitoring of out-sourced work.
9. Advise on any changes in the law that may affect all or part of the Council.
10. Participate in the drafting and reviewing of Committee reports, if required, considering legal implications as appropriate.
11. Work flexibly as part of Legal Services and be willing to offer support and assistance to others in the team as required.

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: August 2024

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

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

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