

**Job Description**

**Job Title:** Solicitor

**Salary Grade:** Grade 9

**SCP:** 43 - 47

**Job Family:** Organisational Support

**Job Profile:** OS 5

**Directorate:** Corporate Services

**Work Environment:** Civic Centre

**Reports to:** Commercial Law Specialist

**Number of Reports:** 0

**Purpose:**

To provide responsive and high quality legal advice and support to the Council (and external clients when applicable), in relation to planning, highways, road traffic and village green cases.

**Key Responsibilities:**

1. To advise Council Directorates on all aspects of planning, highways, road traffic and village green law.
2. To advise on and draft planning agreements, highways agreements and traffic regulation orders.
3. To advise on enforcement options and procedures, and in that connection draft requisite notices and orders.
4. To advise on and deal with village green applications.
5. To liaise with external professionals as required.
6. To represent the Council at inquiries, or instruct counsel for complex cases (subject to approval).
7. To attend Council committees to provide legal advice.
8. To continually monitor the inception of new legislation and case-law relevant to the post-holder’s areas of practice and to promptly advise on the implications arising.
9. To carry out any other legal work as the exigencies of the service dictate.
10. The post holder must carry out their duties with full regard to the Council’s Equal Opportunities Policy, Code of Conduct and all other Council Policy, Code of Conduct and all other Council Policies.
11. The post holder must comply with the Council’s Health and Safety rules and regulations and with Health and Safety legislation.
12. The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the Council.
13. The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Council records and information.