Newcastle City Council

Job Description

Post Title: Solicitor/Barrister/Property Lawyer AA2790

Evaluation: 619 Points **Grade:** N9

Responsible to: Either:

- Senior Solicitor/Senior Property Lawyer (Team Leader)
- Assistant Director Legal Services

Responsible for: N/A

Job Purpose: To provide legal advice, support and representation to the Council.

Main Duties: The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

1. To provide timely, accurate legal advice to Directorates, Committees and Elected Members .

2. To draft legal documentation, correspondence and reports.

3. (a) To advocate before the Courts, Inquiries and Tribunals as required (Solicitor/Barrister only).

   (b) To undertake high level commercial conveyancing work (Property Lawyer only).

4. To participate in corporate or directorate projects, assignments or initiatives as required.

5. To contribute to the development of corporate policy and strategy.

6. To support the professional development of staff through coaching and mentoring as appropriate.

7. To develop and maintain positive and collaborative working relationships with Members, Executive Directors, Directors, Heads of Service and relevant directorate staff as required.

8. To liaise with external professional staff regarding discreet areas of work as required.

9. To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.