



### **JOB DESCRIPTION**

<b>POST TITLE</b>	SOLICITOR / LAWYER
<b>DIRECTORATE</b>	LAW & GOVERNANCE
<b>GRADE / SALARY</b>	GRADE 12
<b>RESPONSIBLE TO</b>	LEGAL MANAGER
<b>RESPONSIBLE FOR</b>	N/A

### **JOB PURPOSE**

To provide appropriate advice and ensure the proper completion of legal documentation and keeping of adequate records relating to all aspects of local government law to assist in the provision of a high quality and customer- orientated legal service to the Council

### **DUTIES AND RESPONSIBILITIES SPECIFIC TO THE POST**

1. To provide high quality professional advice and support to client departments and ensure compliance with relevant professional standards
2. Deputising for the Legal Manager in his or her absence.
3. To participate in the development of the legal service.
4. To provide assistance to colleagues in their continued development
5. Preparing reports to committees as appropriate
6. Drafting documents including contracts, pleadings, planning obligations, planning enforcement notices, statements etc.

7. To provide advice and assistance to all of the council's departments including planning, licensing, housing, human resources, environmental health, revenues and benefits, waste and street scene etc.
8. To provide advocacy support by representing the Council in appropriate courts, tribunals and inquiries as directed.
9. Interviewing potential witness and drafting statements for use in courts, tribunals and public inquiries.
10. Advising officers on transparency requirements, data protection and freedom of information legislation,
11. Drafting and reports to committees and appearing as the Council's legal advisor at committees.
12. To provide advice and assistance on procurement and contract matters in accordance with the Council's procurement rules and legislation.
13. To provide advice and assistance to Council departments on Council governance matters including advising officers on the Council's constitution.
14. To provide advice and assistance on matters being developed through the Council's commercialisation strategy.

## **CORPORATE RESPONSIBILITIES**

1. To comply with the requirements of Health and Safety legislation, including HDC's Policy & Procedure
2. To comply with the requirements of Data Protection legislation, maintaining confidentiality at all times
3. To comply with the Council's commitment to Equality and Diversity
4. To comply with all policies and procedures of HDC relevant to the role
5. To undertake learning and development activities which will enhance your capabilities and the overall capacity and performance of the Council
6. To undertake other duties relevant to and commensurate with the pay grade of the post
7. To comply with and work to the spirit of the Organisational Values – see list below

## **ORGANISATIONAL VALUES**

- **OPEN** – honest and transparent in the provision of our services to the community

- **RESPONSIBLE** – and accountable for our actions as individuals and as an organisation
- **CUSTOMER FOCUSED** – and committed to providing and improving upon a high quality, customer focused service
- **FAIR** – to all on an equal basis
- **RESPECTFUL** – and value our work colleagues and stakeholders

