



Job profile

Solicitor

Grade L

Group: Corporate Services and Governance

Service: Legal, Democratic and Property Services

Location: Civic Centre

Line Manager: Legal Manager - Property, Planning and Projects

Car User Status: Casual

Job Purpose

Under instruction from the Legal Manager - Property, Planning and Projects to provide a full range of legal, procurement and contracts advice and support to the Council across the range of the Council's functions.

The key roles of this post will include:

1. Under the general management of the Legal Manager- Property, Planning and Projects and overall control and strategic guidance of the Service Director, Legal and Democratic Services, to provide procurement and commercial contract legal advice and support across the full range of the Council functions.
2. To give legal advice and assist in the following areas:
 - a. Commercial contracts
 - b. Procurement law and practice including EU procurement law
 - c. Public sector collaborative arrangements, constitutional frameworks, joint ventures, collaborations and trusts
 - d. Procurement/commissioning and related matters
3. Liaison and co-operation with all client services where appropriate.
4. Working closely with other services within Legal and Democratic Services, Corporate Services and Governance to ensure consistency of approach, development of working practices and skills development.
5. To attend meetings both inside and outside the Council (sometimes outside normal working hours) including committees, working groups and meetings with officers and members of the Council, other authorities and members of the public, including travelling where required.



6. Liaison with and where required, guidance to other members of Legal and Democratic Services including supervision of lower graded staff.

7. To undertake such other duties and responsibilities as may reasonably be required.



Knowledge & Qualifications

Essential:

Knowledge

- Areas of law relevant to the post

Experience

- Research
- Communication
- Negotiating
- Drafting
- Team working

Qualifications

- Qualified Solicitor/Barrister
- At least 2 years PQE including contract and procurement advice.

Desirable:

Knowledge

- Local Government law and practice
- Social Care (including the Care Act 2014 and associated guidance)
- Constitutional structure of the Council

Experience

- Working in local government
- Working in one or more areas of law relevant to the post



Competencies

Customer Focus	Puts the customer first and provides excellent service to both internal and external customers
Communication	Uses appropriate methods to express information in a clear and concise way to make sure people understand
Team Working	Works with others to achieve results and develop good working relationships
Making things happen	Takes responsibility for personal organisation and achieving results
Flexibility	Adapts to change and works effectively in a variety of situations
Learning and Development	Actively improves by developing and applying new skills and knowledge and learns from past experiences