Stockton-on-Tees BOROUGH COUNCIL	**JOB DESCRIPTION**
Directorate: **Corporate Services**	**Service Area:** **Legal Services**

JOB TITLE: Lawyer/Solicitor (Adults and Litigation)

GRADE: Career Grade K - N

REPORTING TO: Lead Solicitor (Adults and Litigation)

1. JOB SUMMARY:

To provide high quality legal advice and support to the Council in an efficient and cost effective manner and in accordance with accordance with pertinent legislation, policies and best professional practice.

Under the supervision of the Lead Solicitor (Adults and Litigation) and working closely with colleagues across the service and specifically within the team, to deliver Litigation legal advice, support and representation across a range of service and subject matters including:

Education and SEN

Prosecutions including Trading Standards, Environmental Health, Health and Safety

Licensing including private hire, hackney carriage, personal and premises liquor licensing

Adult Social Care

Employment

The attached career grade will determine the grading of the post.

2. MAIN RESPONSIBILITIES AND REQUIREMENTS

	1	To provide legal advice to Officers and Members on Litigation related matters across a range of subject and service related matters and to conduct casework independently (subject to supervision by the Lead Solicitor).
	2	To attend and advise Members at Licensing Committees and other Council meetings as required.
	3	To represent the Council at Court Hearings, Tribunals, Appeals and Inquiries.
	4	To deputise at meetings and hearings as required.

	5	To work with Directorates and external Partners to develop and provide a professional Legal Service that delivers the Council and Legal Service objectives and priorities.
	6	To make a positive contribution to corporate strategies, projects and policies and to assist in their effective implementation on a corporate basis.
	7	To assist in interpreting and analysing obligations required of the Council as a result of legislative changes and to ensure that current legislation is adhered to in the development and provision of services.
	8	To participate in the annual Council and Directorate Business Planning process.
	9	Keep up to date with any changes in the law by use of relevant software, internet and other resources to ensure that clients receive effective and efficient legal advice.
	10	To make a positive contribution to the work of the Legal Services.
	11	To undertake such personal training as may be deemed necessary to meet the duties and responsibilities of the post.

3. GENERAL

Job Evaluation - This job description has been compiled to inform and evaluate the grade of O using the NJC Job Evaluation scheme as adopted by Stockton Council.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Council Values, Behaviour Framework, Code of Conduct - The post holder is required to carry out the duties in accordance with Council values, behaviour framework, code of conduct, professional standards and promote equality and diversity in the workplace.

Customer Services – The post holder is required to ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton-on-Tees Borough Council.

Policies and Procedures - The post holder is required to adhere to all Council Policies and Procedures.

Health and Safety - The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

Safeguarding - All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council's Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

	Name:	Signature:	Date

Job Description written by: (Manager)	Beccy Brown		September 2022
Job Description agreed by: (Post holder)	…….	…….	.....

Job Description dated September 2022

Stockton-on-Tees BOROUGH COUNCIL

PERSON SPECIFICATION

Job Title/Grade	Lawyer/Solicitor (Adults and Litigation)	Career Grade K - N
Directorate / Service Area	Corporate Services/Legal Services	
Post Ref:		

	ESSENTIAL	**DESIRABLE**	**MEANS OF ASSESSMENT**
Qualifications	• Solicitor or Barrister or FCILEX, fully qualified to practise in England and Wales (Grade L and above) • Part qualified and/or working towards qualification as a Solicitor or Barrister or FCILEX (Grade K)	• Degree • Practising certificate	Application form
Experience	• Recent experience of legal practice • Provision of litigation legal advice in at least one related area of licensing, prosecutions, SEN, employment, adult social care	• Working in a local government service • Advocacy at court or Tribunals • Making presentations in a public setting and at Council and Committee meetings.	Application form /Interview
Skills	• Ability to demonstrate political sensitivity and awareness. • Ability to negotiate and communicate at a level consistent with the duties of the post.		Application form /Interview

	• Ability to prioritise service issues and determine degree of personal involvement/delegation to others. • Understanding of and ability to promote and encourage a corporate approach by employees. • Knowledge of Local Government Services in general.		
Specific behaviours relevant to the post	• Strong Commitment to the public service. • A high degree of integrity. • Calm and able to work sensitively with difficult situations. • Uses political judgement and sensitivity. • Strong interpersonal and networking style. • Committed to acting corporately and collaboratively. • High-level of drive and motivation to achieve. • Outcome and achievement focussed. • Committed to equality of opportunity in employment and service delivery. • Committed to continuous improvement.		Application form /Interview
Other requirements		Full driving licence and use of car	Application Form/Interview

Person Specification dated **September 2022**

Stockton-on-Tees BOROUGH COUNCIL	**KNOWN RISKS FOR THIS ROLE**
DIRECTORATE: Corporate	**SERVCE AREA:** Legal Services
JOB TITLE: Lawyer	
GRADE: K - N	
JOB LOCATION / BUILDING: Dunedin House, Columbia Drive, Thornaby, Stockton-on-Tees	
REPORTING TO: Lead Solicitor	

The following are the known risks for this role as identified through a Risk Assessment. More than one risk may apply. Where there are no known risks this will be indicated.

Known Risks - which require Baseline Health Surveillance Screening before or at start of employment and ongoing health surveillance with Occupational Health

Known Risk	Yes	No
Noise: Employee Is likely to be regularly exposed to noise above the exposure action level. (Daily or weekly exposure of 85dB)		X
Vibration: Employee will be exposed to vibration above the daily Exposure Action Value (EAV) of 2.5m/s2 A(8) 9		X
Respiratory: Employee will be exposed to Hazardous Substances such as machine generated wood dust, mineral dust, solder flux, glues, resins, cutting oils, latex. (Those working with respiratory/skin irritants or sensitizers as defined by COSHH)		X

Known Risks which require a Medical Assessment with Occupational Health prior to starting employment and ongoing assessment during employment.

Known Risk	Yes	No
HGV/LGV/Fork Lift Truck/Passenger Carrying Vehicle/Minibus (Group 2) Licence Drivers: Employee will be required to drive an HGV/LGV/FLT/PCV/Minibus.		X
Asbestos: Employee likely to be exposed to asbestos. Work with asbestos' includes: o Work which removes, repairs, or disturbs asbestos o Ancillary work (work associated with the main work of repair, including maintenance work on equipment) o Supervisory Work (work involving direct supervision over those removing, repairing, or disturbing asbestos)		X

Known Risk	Yes	No
Lead: Employee likely to be exposed to lead or lead based products (handling, processing, repairing, maintenance, storage, disposal) The lead must also be in a form in which it is likely to be: ○ Inhaled, e.g., lead dust, fume or vapour. ○ Ingested, e.g., lead powder, dust, paint or paste; or ○ Absorbed through the skin, e.g., lead alkyls or lead naphthenate. The regulations do not apply to work with materials or substances containing lead where, because of the nature of the work, lead cannot be inhaled, ingested, or absorbed.		**X**
Confined Spaces - Safety Critical: Employee will be required to work in a **confined space** where specialist equipment or breathing apparatus is needed.		**X**
Working at Heights - Safety Critical: Employee will be required to work **at a height**.		**X**
Blood-borne viruses: Employee is at risk of exposure to Blood-borne viruses e.g., needle stick injury, human bite, contact with human blood or other bodily fluids and sewerage.		**X**

Other Known Risks		
Known Risk	**Yes**	**No**
Council Vehicles or transport that does not require a Group 2 licence: Employee will be required to **drive a Council vehicle** or **regularly transport** service users/clients/pupils in their own vehicle as part of normal duties.		**X**
Food Handlers: Employee will be preparing and handling food *Food Handlers Questionnaire to be completed and sent to Occupational Health*		**X**
Night Workers: Employee will be regularly working at night *Optional Night Worker Questionnaire available*		**X**
Lone Working (including Home Working): Employee will be required to work alone. **Poss On rare occasions**	**X**	
DSE Users: Employee will be required to use Display Screen Equipment (DSE) ***DSE Training and assessment should be completed on commencement – arranged by manager***	**X**	
Any Other: Please identify any other known risks associated with this job role.		**x**

As the manager of this post, I declare that the details above are an accurate reflection of the risks associated with the post.

Signature of Manager:  Date: 19.08.2025

For any queries related to this form, please refer to the Known Risk Managers Explanatory Notes, or email the Occupational Health Department:
Occupational.Health@stockton.gov.uk