



**Stockton-on-Tees**  
BOROUGH COUNCIL



# Job Description

## Lawyer | Solicitor

## Property, Planning & Contracts

### Job details

|               |                               |
|---------------|-------------------------------|
| Grade:        | Grade K - N                   |
| Directorate:  | Corporate Services            |
| Reporting to: | Lead Solicitor                |
| Location:     | Dunedin House,<br>Stockton    |
| Contract:     | Full time (up to 37<br>hours) |

### Job Summary:

Working as part of the Property, Planning and Contracts Team and under the supervision of the Lead Solicitor (Property, Planning and Contracts), the postholder will provide high-quality legal advice, support and representation across a broad range of property, commercial property, planning, highways and contractual matters.

The role involves working closely with colleagues, clients, developers, external partners and other stakeholders to deliver an efficient, effective and customer-focused legal service, supporting the Council in achieving its strategic priorities and delivering services to residents and communities.

The postholder will manage a varied caseload, providing practical and solution-focused legal advice across property, planning, highways, contracts and commercial matters. They will support the successful delivery of Council projects and initiatives, ensuring legal risks are effectively managed, and decisions comply with relevant legislation, policies and professional standards.

### Your day to day:

- Provide practical, high-quality legal advice and guidance to Officers and Members on a wide range of property, planning, highways and contractual matters.
- Manage your own caseload, taking responsibility for progressing matters efficiently and effectively, with support and supervision from the Lead Solicitor where required.
- Attend Planning Committee and other Council meetings, providing clear, timely and professional legal advice to support decision-making.
- Represent the Council in court proceedings, tribunals, inquiries, hearings and appeals, advocating the Council's position and protecting its interests.
- Act as deputy for senior colleagues at meetings, hearings and project discussions as required.
- Work collaboratively with Council services, external partners and stakeholders to deliver legal solutions that support corporate priorities, regeneration, service delivery and community outcomes.
- Contribute legal expertise to corporate projects, strategic initiatives and policy development, helping to ensure legal compliance and effective implementation.
- Monitor and interpret changes in legislation, case law and professional practice, ensuring advice remains current, relevant and responsive to emerging issues.
- Support the Council's business planning and service improvement activities, identifying opportunities to enhance processes, efficiency and customer experience.
- Maintain up-to-date professional knowledge and continuously develop legal and advocacy skills to meet the evolving needs of the service.
- Play an active role in fostering a positive, collaborative and high-performing Legal Services team, contributing to the delivery of an excellent legal service across the Council.



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# Personal Specification

## Essential criteria

### 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)

### Knowledge and skills:

- Ability to demonstrate political sensitivity and awareness
- Knowledge of Local Government services and the statutory responsibilities, priorities and challenges facing local authorities.
- Ability to negotiate and communicate at a level consistent with the duties of the post
- 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.
- Knowledge of professional standards, ethics and best practice applicable to Solicitors, Barristers and FCILEX professionals.

### Experience:

- Recent experience of legal practice
- Provision of legal advice in at least one related area of contracts, property, highways and planning

### Behaviours:

- 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.



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# Personal Specification

## Desirable criteria

- Degree
- Practising certificate
- Working in a local government service
- Advocacy at court
- Making presentations in a public setting and at Council and Committee meetings.
- Working within a Children Social Care Legal Team
- Current driving licence and use of car for business travel due to need to attend at court and meetings within and outside of the borough.

## General (for all Council colleagues)

- **Job Evaluation:** This job description supports grading under the NJC Job Evaluation scheme adopted by Stockton Council.
- **Flexibility:** Duties listed are not exhaustive; additional tasks may be required within the scope of the role.
- **Values & Conduct:** Act in line with Council Values, Behaviours, Code of Conduct, professional standards, and promote equality and diversity.
- **Corporate Parenting:** Share the Council's ambition for children in care and care-experienced young people to thrive and be protected from harm.
- **Personal Development:** Take responsibility for your own learning and growth, as outlined in the Council's Culture Statement.
- **Customer Service:** Deliver consistently high-quality service to all internal and external customers.
- **Policies & Procedures:** Comply with all Council policies and procedures.
- **Health & Safety:** Maintain personal safety and follow Council health and safety requirements.
- **Safeguarding:** Be alert to potential abuse of children and vulnerable adults and act in accordance with the Council's Safeguarding Policy.



North East  
Better Health  
at Work Award  
Ambassador Status

