

POST TITLE	SOLICITOR
DIRECTORATE	CORPORATE
SERVICE	LEGAL AND ASSURANCE
RESPONSIBLE TO	PRINCIPAL SOLICITOR OR (FOR EMPLOYMENT SPECIALISTS) HEAD OF EMPLOYMENT LAW & INVESTIGATIONS TEAM
NUMBER OF POST HOLDERS	8
ACTING UP/ SECONDMENT	NO

### **PURPOSE OF JOB**

- To act as a Solicitor in developing and delivering tailored, often complex, advice and strategies to provide optimal legal solutions for service areas, taking into account commercial, political and reputational implications such that the clients can rely on the decision making of the Solicitor.
- To provide direct advice to Senior Solicitors, Principal Solicitors, Head of Employment Law & Investigations Team Head of Legal Services and Service Director (Legal & Assurance) as required.
- To develop, support and promote initiatives to continuously improve the performance of the Legal & Assurance team and to represent the Council in a positive manner both internally and externally.

### **THE WHAT - MAJOR TASKS/JOB ACTIVITIES**

- Provide general and specialist legal advice to service areas, Senior Officers and Elected Members.
- To undertake a range of legal work, including complex legal work, ensuring advice and support is delivered on time, to a high standard and within set budget.
- To provide general and specialist legal advice to Council service areas, senior managers and Elected Members to support the Council's functions and to play a significant role in projects if required.
- To be responsible for the preparation and content of legal reports, contracts, other documents, briefings, presentations for service areas, Senior Officers, Elected Members, external agencies, senior officers and relevant committees as well as business and stakeholder groups.
- Although Solicitors within the Legal & Assurance teamwork in discrete teams with specialist skill sets, they may be expected to assist in other areas of legal work as requested by Principal Solicitors, Head of Employment Law & Investigations Team Head of Legal Services and Service Director (Legal & Assurance).
- To liaise with external framework legal firms to secure Best Value in relation to any required external instructions.
- To identify risk management issues and support the development of effective management arrangements for key risks within the service, compliant with the Council's risk management policy and framework.
- To promote continuous improvement in terms of performance and client care.

- To promote the role and reputation of the Legal & Assurance team both internally and externally.
- To deputise for peer colleagues and Senior Solicitors as required.
- Responsible for supporting the delivery and improvement of outcomes for customers, working in close partnership with service managers in both directorates and localities.
- To support and enhance the Council's democratic processes, including scrutiny, local development committees, meetings of the Council and Elected Members.
- Present expert legal evidence and opinion at various forums, including Public Inquiries, Planning Inquiries and court proceedings.
- The post holder will regularly, in providing legal advice, require to assess whether, or to what extent, a service can be provided. The post holder will represent the Council in a number of forums, advising and advocating in respect of specialist and complex areas of law and governance.
- The post holder will require to engage in adversarial, contentious work and may also have to overcome opposition from clients in the provision of services. For example, the application and enforcement of statutory regulations which will have a significant impact on services and service users.

**THE HOW - KNOWLEDGE AND SKILLS (E.G. CREATIVITY & INNOVATION, CONTACTS & RELATIONSHIPS, DECISION MAKING)**

- The post holder will require the ability to undertake work of a complex nature requiring detailed knowledge and skills in a diverse range of specialist disciplines.
- The post holder will possess a LLB degree in Scots Law, a post-graduate Diploma in Professional Legal Practice and a current legal Practising Certificate issued by The Law Society of Scotland, in addition to relevant professional experience.
- The post holder will be responsible for developing solutions to a range of complex problems arising from the work of self and others. The post holder will also provide advice and guidance to Trainee Solicitors on complex issues.
- The post holder has a major role to play in the Council's governance and legal processes.
- The post holder will develop and implement proposals relating to the continuous improvement of major service areas.. This will involve developing innovative legal solutions in a wide range of subject areas impacting across the Council and the city.
- The post holder will contribute to the development of initiatives, strategic plans and policy development in connection with internal and external legal advice across the Council, as required.
- The post holder will provide a range of legal services that inform strategic decisions on projects and issues covering the entire Council and the city.
- The post holder will apply expertise, judgment and creativity without reference to senior staff, within their field of expertise and other than on particularly challenging or complex issues.
- To deputise for peer colleagues and Senior or Principal Solicitors or Head of Employment Law & Investigations Team as required in relation to the provision of legal support to clients.
- Work closely with Chief Officers, Elected Members, senior officers and external agencies (including external legal firms) to represent the Council's interests.
- The post holder will be responsible for interpreting legislation and may advise on the development of local or Council policy and working practices across a range of services.

- Contacts will relate to the delivery of expert legal advice across the Council and will have a wide-ranging impact and substantial implications across the Council. The post holder will act on behalf of the Council in relation to whole services or major service issues rather than individual cases and the outcome of contact will likely impact on the shape and direction of Council services provided.
- The post holder will work with internal departments, senior managers and Councillors to ensure that Council business is underpinned by high quality legal advice.
- The post holder will regularly in providing legal advice, require to assess whether, or to what extent, a service can be provided.
- In representing the Council to a range of external stakeholders the post holder should present a positive impression of the Council.
- To instruct and liaise closely with external framework legal firms to foster strong relationships and secure Best Value in relation to any required external instructions.
- To monitor the performance of external legal firms and Counsel.
- The post holder will provide options appraisals and make recommendations to senior managers and client departments on the basis of legal advice. The post holder will provide legal advice, recommendations and proposals to Senior Officers, Elected Members and committees relating to policy, service practice and provision for a range of major services across the Council and the city.
- The post holder may provide decisive advice within an overall policy, which may affect how that policy is delivered. This may include interpreting legislation and recommending that a policy or procedure requires to be changed.
- The post holder will provide advice and guidance to Trainee Solicitors and peer colleagues on complex legal decisions.
- The post holder will provide legal advice, which may include complex legal advice, to assist key decision-makers within the Council.
- Decisions and advice may have a major impact across a range of major services covering the whole Council. These decisions may have major implications for the overall direction as well as the customers/clients of those services.
- The post holder will utilise their professional experience to provide advice, within an overall policy, sometimes without reference to others which may affect how more complex service aims are delivered.

**ENVIRONMENT (WORK DEMANDS, PHYSICAL DEMANDS, WORKING CONDITIONS, WORK CONTEXT)**

The post holder will have autonomy to allocate their own time in relation to work requirements, in addition the post holder will provide urgent advice to Council services any delay in providing such advice may impact on the Council's ability to deliver services.

- Although the post holder may be exposed to some physical demands these will be predominantly within the range of normal office-based activities.
- Although the post holder may be exposed to some adverse working conditions these will be predominantly within the range of normal office-based activities.
- The post will have a requirement to take particular care in relation to contact with people and will regularly be required to deal with very challenging behaviours from individuals, for example in a court setting.
- The role will require careful handling and storage of highly confidential and sensitive information in line with legislation and Council policies.
- Mishandling of sensitive legal information could have severe financial, reputational and potentially criminal implications for the Council and its officers.

### **SUPERVISION AND MANAGEMENT OF PEOPLE (NUMBERS AND TYPE OF STAFF)**

- The post holder shall be expected to allocate work, provide advice to and assist in supervising Trainee Solicitors, students and support staff.
- Responsible for conducting the recruitment process, induction and management of summer placement students.
- The post holder shall be expected to allocate work, provide advice to and assist in supervising Trainee Solicitors and summer students and to manage workflow for such members of staff (as required).

### **RESOURCES**

- The post holder will not normally be responsible for staffing or non-staffing budgets.
- The post holder will be responsible for ensuring appropriate and compliant records, data retention and storage systems, and practices are in place in relation to their legal work and will supervise Trainee Solicitors in relation to same.

### **HEALTH AND SAFETY (DO NOT ALTER THE WORDING OF THIS SECTION)**

Protecting the health and safety and welfare of our employees, and our third parties including members of the public, contractors, service users and pupils, is the starting point for a forward-thinking Council.

All employees are responsible for:

- Taking care of their own health and safety and welfare, and that of others who may be affected by their actions or omissions;
- Co-operating with management and following instructions, safe systems and procedures;
- Reporting any hazards, damage or defects immediately to their line manager; and
- Reporting any personal injury and work related ill health, and accident or incident (including 'near misses') immediately to their line manager, and assist with any subsequent investigation, including co-operating fully with the provision of witness statements and any other evidence that may be required.

Line managers have additional responsibilities for ensuring all health and safety risks under their management are identified, assessed and controlled, with specialist input from H&S Advisers and others including Occupational Health where required. Where the risks cannot be adequately controlled the activity should not proceed.

Additional information can be found in the [Council Health and Safety Policy](#).