

<b>POST TITLE</b>	<b>SENIOR SOLICITOR</b>
<b>DIRECTORATE</b>	<b>CORPORATE</b>
<b>SERVICE</b>	<b>LEGAL AND ASSURANCE</b>
<b>RESPONSIBLE TO</b>	<b>PRINCIPAL SOLICITOR OR (FOR EMPLOYMENT SPECIALISTS) HEAD OF EMPLOYMENT LAW &amp; INVESTIGATIONS TEAM</b>
<b>NUMBER OF POST HOLDERS</b>	<b>22</b>
<b>ACTING UP/ SECONDMENT</b>	<b>NO</b>

#### **PURPOSE OF JOB**

To act as a Senior Solicitor in providing legal advice to support the Council (and associated bodies) with particular focus on complex legal advice in a specialist field, but also to provide complex legal advice within other specialist areas across Legal & Assurance. To provide performance, efficiency and development within a team of Solicitors and Senior Solicitors and within other specialist areas across the Senior Solicitor peer group including:

- Developing and delivering tailored advice and strategies to provide optimal legal solutions for service areas taking into account commercial, political and reputational implications such that clients can rely on the decision-making of the Senior Solicitor;
- Identifying risks and advising clients on the risk profile of matters;
- Working closely with service areas to ensure that the relevant specialist team are delivering excellent client service.
- To provide direct advice to the Principal Solicitors, Head of Legal Services, Head of Employment Law & Investigations Team and Service Director (Legal & Assurance) in the management of the Legal & Assurance team as required.
- To develop, support and promote initiatives which have a Council wide impact to continuously improve the performance of the Legal & Assurance team and to represent the Council in a positive manner both internally and externally.
- To take a role in the development of the specialist legal team and solicitors within the Legal & Assurance team, delivery of excellent client service and development of initiatives and processes to foster continuous improvement.

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

- To provide general and specialist legal advice to service areas, Senior Officers and Elected Members.
- Ensure delivery of complex legal advice to set client budgets and within timescales.
- To be the lead legal advisor (in respect of your chosen specialism) in respect of complex major projects, for the duration of the project to conclusion liaising with relevant Principal Solicitors (or Head of Employment Law & Investigations Team) on issues of heightened risk.
- Ensure that specialist legal advice fully complies with professional standards and Council policies, aims and objectives.
- Responsible for the preparation and content of legal reports, contracts, other documents, briefings, presentations, training for services areas, Senior Officers, Elected Members, external agencies, the Council Leadership Team and relevant committees as well as business and stakeholder groups (where appropriate).
- Although Senior Solicitors within the Legal & Assurance teamwork in discrete teams with specialist skill sets, they will 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 or Service Director (Legal & Assurance).

- To instruct external legal firms, Counsel, and expert witnesses to ensure a high level of service delivery compliant with the Council's risk management policy and framework.
- To assist in the management of the Legal & Assurance team as required by Principal Solicitors, Head of Employment Law & Investigations Team and Head of Legal Services or Service Director (Legal & Assurance). To deputise for Principal Solicitors or Head of Employment Law & Investigations Team as required.
- 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 work closely with Chief Officers, Elected Members, senior officers and external agencies (including external legal firms) to represent the Council's interests.
- To provide support to the Council's democratic processes, including attending meetings.
- To advise and support the Council's democratic processes, including scrutiny, local development committees, meetings of the Council and Elected Members.
- Responsible for supporting the delivery and improvement of outcomes for customers, working in close partnership with service managers in both directorates and localities.
- The post holder will represent the Council in courts and tribunals in contentious matters involving substantial implications in respect of Council resources and reputation.
- The post holder will be expected to raise or defend urgent court proceedings at very short notice.

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

- The post holder will require sound legal knowledge in relation to core Council business and extensive knowledge and skills in relevant specialist professional legal disciplines.
- The post holder will require knowledge and skills to undertake very complex and specialist legal work without supervision.
- The post holder will require an LLB degree in Scots Law, a postgraduate Diploma in Legal Practice, and a current legal Practising Certificate issued by The Law Society of Scotland.
- The post holder will develop and implement proposals relating to the continuous improvement of a major service area covering a range of legal services for the entire Council. 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 develop and implement proposals relating to the policy, procedures and strategic development of major service areas covering a range of services for the entire Council.
- The post holder has a major role to play in the Council's governance and legal processes.
- Contacts will relate to the delivery of expert legal advice which 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 represent the Council to a range of external stakeholders and should present a positive impression of the Council.
- The post holder will represent the Council on a range of external bodies and will provide critical legal and regulatory advice with major implications.
- To instruct, manage and monitor the performance of external legal firms, Counsel, and expert witnesses on matters on which the Senior Solicitor is the lead adviser to ensure a high level of service delivery.
- To act as the key contact within the Legal team in respect of certain external instructions and provide support to external legal firms, Counsel, and expert witnesses as required.
- The post holder will also provide expert legal advice and guidance to the highest level of the Council.

- 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 will make strategic decisions on projects and issues covering the entire Council and the city.
- Decisions and advice will have a major impact across a range of major services covering the whole Council.

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

- The post holder will manage their own time in relation to work requirements in order to meet internal deadlines as well as external deadlines in respect of any court and tribunal proceedings.
- The post holder will be able to provide urgent specialist legal advice to the highest levels of the Council; 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 holder 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 will be responsible for supervising Solicitors and Trainee Solicitors and may occasionally be responsible for managing small numbers of staff on a temporary or project basis. They will supervise and monitor work done by external legal firms, Counsel and expert witnesses and may be asked to participate in the recruitment of Trainee Solicitor or Solicitor posts.
- May be required to act as the training manager for Trainee Solicitors under guidelines set by the Law Society of Scotland, to include: being the point of contact with the Law Society of Scotland; ongoing supervision and training; completing quarterly Law Society reviews; and assessing and certifying that a trainee is a fit and proper person to be admitted as a solicitor. Decisions made by the training manager have the potential to result in disciplinary action against the Training Unit (Legal Services) by the Law Society.

#### **RESOURCES**

- The post holder will be responsible for ensuring appropriate and compliant records and data retention in relation to their work and will supervise Solicitors and Trainee Solicitors in relation to the same.
- The post holder will be responsible for management of external spend and client budget in relation to matters on which they are the lead legal adviser. The post holder will be responsible (with the relevant Principal Solicitor, Head of Employment Law & Investigations Team and Head of Legal Services) for a non-staffing budget up to £150k per annum in internal and external spend in relation to matters on which they are acting as lead adviser.

#### **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](#).

**NB: The total length of the JD should be 2 pages. It is therefore important to be concise when summarising the duties and requirements of the post**