

Post title	Trainee Solicitor
Division / Section	Legal & Risk
Department	Resources Directorate
Responsible To	Principal Solicitor
Number of post holders	[tbc]
Acting up/ Secondment	No

Purpose of Job

To act as a trainee Solicitor in providing legal support and advice to support the Council (and associated bodies).

To provide legal support to qualified Solicitors and the wider Legal team as required.

MAJOR TASKS/JOB ACTIVITIES

To undertake a range of legal work ensuring advice and support is delivered on time and to a high standard.

To provide support to qualified Solicitors within the Legal team.

To provide legal advice to Council service areas and to play a role in projects as required.

Although trainee Solicitors within the Legal team work in discrete teams with specialist skill sets, they will be expected to assist in other areas of legal work as required.

To identify risk management issues and refer them to a Principal Solicitor.

To assist in continuous improvement in terms of performance and client care.

To assist in the promotion of the Legal team both internally and externally.

To provide support to the Council's democratic processes as required.

Supervision and Management of People

The postholder shall not have management responsibility.

Creativity and Innovation

The post holder will support proposals relating to the continuous improvement of the Legal team.

Contacts and Relationships

The post holder will work with other Solicitors and internal departments to ensure that Council business is underpinned by high quality legal advice.

The post holder may be required to represent the Council to a range of external stakeholders and should present a positive impression of the Council.

Decisions (Discretion)

The post holder will provide legal advice under appropriate supervision from a qualified Solicitor.

Decisions (Consequences)

The post holder will make decisions in relation to legal matters or cases with appropriate supervision from a qualified Solicitor.

The post holder will provide legal advice to assist key decision makers within the Council with appropriate supervision from a qualified Solicitor.

Resources

The post holder will not be responsible for staffing or non staffing budgets.

Environment – Work Demands

The post holder will allocate their own time in relation to work requirements, subject to supervision from qualified Solicitors.

Environment – Physical

Although the post holder may be exposed to some physical demands these will be predominantly within the range of normal office based activities.

Environment – Working conditions

Although the post holder may be exposed to some adverse working conditions these will be predominantly within the range of normal office based activities.

Environment – Work Context

Although the post holder will have some requirement to take care in relation to the working environment, work activities and dealing with people, this will not be more than the standard required of all Council employees.

Knowledge and Skills

The post holder will require to have an LLB degree in Scots Law and a valid Diploma in Legal Practice.

The post holder will require to apply for a restricted legal Practising Certificate from The Law Society of Scotland at the commencement of the second year of their traineeship.

Health and Safety

The Council must abide by relevant health & safety and employment law, as well as the common law duty of care. All members of staff are required take care for their personal health and safety and that of others who may be affected by their actions or inactions. You are therefore required to carry out your duties in a safe manner in accordance with instructions and in compliance with safety rules/procedures, regulations and codes of practice. You are required to advise your line manager if you become aware of any unsafe practice or condition or if you have any other safety concerns and should comply with accident and near-miss reporting procedures.

If you supervise, manage or lead other staff, you are also responsible for ensuring that the Council's operations are carried out in such a way that ensures, so far as is reasonably practicable, the health, safety and welfare of those staff and that of any others who may be affected. You will therefore conduct relevant risk assessments and assign duties with appropriate instructions, in compliance with safety rules/procedures, regulations and codes of practice. You will address and/or escalate any issues of any unsafe practice, condition or any other safety concerns you identify or that are brought to your attention, taking appropriate advice as necessary and will ensure that accident and near-miss reporting procedures are understood and complied with.

Organisation Structure

See attached - specific to area of operation.