



**JOB DESCRIPTION (JD)
AND EMPLOYEE
SPECIFICATION (ES)**
Standard Template

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| JOB TITLE: | Solicitor/Barrister (Employment & Litigation) | | |
| GRADE: JOB CODE: | G11 S1805B: JE Checked 16/05/2022 | SERVICE AREA: | Legal & Democratic Services |
| REPORTS TO: | Solicitor | LOCATION: | Council House |
| SPECIAL CONDITIONS: | <p>Attendance at evening and other out of hours' meetings as required. Occasionally in time of high workloads late night and weekend working may be required. This grade is appropriate to an admitted solicitor (Barrister), normally with experience practising in a relevant area of law.</p> <p>This post is covered by the Government's Code of Practice on the English Language Fluency Duty for public sector workers.</p> | | |

1. Main purpose of the job role:

- To manage a wide ranging caseload of both straightforward and complex civil, criminal and employment law and other local authority litigation matters.
- To provide high quality legal advice.
- To deputise for the Principal Solicitor (Employment, Education, Prosecutions) as required.

2. Role specific duties and accountabilities:

- Working with limited support and supervision.
- Giving advice and representation in the area of work allocated.
- Prioritising a caseload, varied in its complexity.
- Resolving a wide range of legal problems.
- Demonstrating a good knowledge of the framework of local government.
- Negotiating with others or holding their own with senior officers or in court.

3. Corporate duties and accountabilities:

- To provide high quality, well researched legal advice to client departments within agreed timescales, and to the required professional standard.
- To proactively support clients in areas of their work which have a legal dimension.

- To manage and progress a caseload of both straightforward and complex work for client departments.
- To keep relevant stakeholders informed of the progress of the case, taking due regard of court dates, priorities, deadlines and the department's quality standards.
- To manage the research, compilation and briefing/presentation process in relation to significant cases, including attending employment and licensing committees.
- To undertake advocacy work at Employment Tribunal, County Court, Magistrates Court and other courts and tribunals and to manage cases in courts at higher level or equivalent, listing with officers of the courts, solicitors, barristers and their staff, and members of the public in respect of appropriate cases.
- In providing legal advice, managing a case, undertaking advocacy and meeting with clients, to take responsibility for demonstrating thorough preparation, research and application of rigorous analytical/problem solving methods.
- To comply with the council's constitution and local policies and procedures.
- To manage own time effectively and prioritise workload.
- To provide cover for colleagues within the team as necessary.
- To undertake all forms of litigation in relation to commercial, licensing, planning and housing related matters and to litigate and advise and assist on any other work which relates to council functions.
- To participate positively and constructively in the department's staff development scheme.
- The post holder is responsible for his/her own self development on a continuous basis and as such will be expected to undertake suitable training.
- To participate in the Law Society's Professional Development Scheme and to develop a detailed up-to-date knowledge of the law in relevant areas most commonly encountered and areas specific to the departments mainly supported.
- To work constructively with the Line Manager to identify strengths and agree action in relation to development needs.
- To build positive working relationships within and external to the Legal Services department.
- To proactively develop and maintain IT skills needed to work most effectively.
- To actively contribute to the development of the team and its members.
- To contribute to the Legal Services department's continued achievement of quality standards.
- To ensure that output and quality of work is good and accords, where appropriate, with current regulations/legislation/court practice and the department's own performance standards.
- To evaluate own working processes and identify effective and improved working methods.
- The post holder must at all times carry out his/her duties with due regard to the council's employment policies, with particular reference to Equal Opportunities and Health & Safety.

- The post holder must also undertake other duties appropriate to the grading of the post, as required including on the job training to bridge any development needs identified by management.
- This job description sets out a summary of the key features of the role. It is not intended to be exhaustive and will be reviewed periodically to ensure it remains appropriate for the role.

| JOB TITLE Solicitor/Barrister (Employment & Litigation) | GRADE G11 | |
|---|---|--|
| Using the Job Description consider what essential behaviours, abilities and knowledge are required by a person to perform each of the main activities and accountabilities of the job safely and effectively. | Indicate when Assessment is possible: at Application form=A interview=I both=A/I test = T | WEIGHT CODE shows relative importance Low=1 Medium=2 High=3 |
| Behaviours: <i>refer to corporate behaviours document</i> | | |
| Professionalism - Actively seek ways to prevent over-complication or confusion of service delivery through innovation, being open to change and the removal of barriers including challenging negative behaviours. | A/I | 3 |
| Leadership - Leads by example, optimising those resources allocated, Communicates clearly taking account and welcoming feedback. Takes a positive and resilient approach to change understanding the longer-term vision of the Council and/or service areas. | Not Applicable | |
| Accountability - Adopt a 'can do' attitude in the work that I deliver taking accountability for my own performance and development and responsibility for my actions and decisions. I will demonstrate inclusivity and promote the values of diversity and equality. | A/I | 3 |
| Transparency - Work with others to reach a common goal; sharing information, supporting colleagues and searching out expertise and solutions from relevant partners and/or communities we serve. | A/I | 3 |
| Ethical - Aware of own impact on others through valuing openness, treating everyone with respect and listening carefully to understand the views of others in order to build trust. | A/I | 3 |
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| Abilities/Skills: (refer to JE guidance document) | | |
| Ability to work with minimal supervision as part of a results orientated team | A/I | 3 |
| Above average interpersonal skills | I | 3 |
| Achievement centred | A/I | 3 |
| Ability to adapt quickly to new situations and working methods | A/I | 3 |
| Ability to work flexibly as part of a team | A/I | 3 |
| Ability to build and maintain influential working relationships with clients, external solicitors, professionals and the courts | I | 3 |
| Ability to analyse complex legal matters and think flexibly | A/I | 3 |
| Ability to formulate and present concise oral and written arguments and evaluate evidence | A/I | 3 |
| Ability to provide legal advice in a clear, concise manner in a way that the client is able to understand | A/I | 3 |
| Ability to prioritise workloads and manage own time effectively | A/I | 3 |
| ICT ability to use packages such as Microsoft Office or equivalent and case management system | A/I | 3 |

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| Flexible approach to hours to meet 'out of hours' commitments | I | 3 |
| Capacity and willingness to deputise for Principal Solicitor as required | I | 3 |
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| Knowledge/Experience: specify type, level and qualitative (not quantitative required); if any. | | |
| Specialist knowledge and understanding of employment law and other contentious local government matters relating to civil and criminal litigation | A/I | 3 |
| Proven track record of advocacy and ability to case manage all aspects of complex litigious matters | A/I | 3 |
| In-depth knowledge of Committee/Court/Tribunal procedures | A/I | 3 |
| Recent experience of working within or in partnership with Local Government or similar | A/I | 1 |
| Up-to-date knowledge of the issues facing Local Government | I | 2 |
| Post-qualification experience in the relevant field | A/I | 2 |
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| Qualification: Specify any qualifications that are a minimum requirement, please include any equivalent qualifications that would be deemed acceptable or if this can be obtained through on the job experience. | | |
| Admitted solicitor/barrister | A | |
| Degree 2:2 or above | A | |
| Evidence of ongoing CPD and continuous professional development | A/I | 2 |
| | | |
| Other Essential Requirements | | |
| An awareness of, and commitment to, equality of opportunity | I | 3 |
| Awareness of, and commitment to, confidentiality and handling data | I | 3 |
| Note: The ability to communicate verbally with customers and provide advice and/or information in accurate spoken English is essential for the post | | |
| Prepared by: | Iqbal Javed | Date: 22.11.21 |