



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

JOB TITLE:	Solicitor (Built & Natural Environment)		
GRADE:	PO G11	SERVICE AREA:	Legal Services
JOB CODE:	S1805b		
REPORTS TO:	Alison Sargent	LOCATION:	Council House (Agile Working)
SPECIAL CONDITIONS:			

1. Main purpose of the job role:

- Managing a wide ranging caseload of both straightforward and complex legal work of any nature or in any area of law with a bias towards but not limited to planning, environmental and highways law and governance.
- Providing high quality well researched legal advice and assistance to client departments within agreed timescales in the area of work allocated
- Supporting and from time to time to deputise for the Principal Solicitor (Built & Natural Environment) as required.
- Providing advice to members of the Council and to attend and advise at Planning Committee

2. Role specific duties and accountabilities:

- Resolving a wide range of legal problems
- Proactively supporting clients in areas of their work which have a legal dimension
- Providing clear legal advice, managing cases, meeting with clients, taking responsibility for preparation and research and applying rigorous analytical problem solving methods
- Demonstrating a good knowledge of the framework of local government
- Negotiating with others and holding their own, both internally with senior officers and members, in hearings and inquiries and committees and keeping relevant stakeholders informed, having due regard to priorities and deadlines, the department's quality standards, data protection and all other relevant legislation
- Working with limited support and supervision, prioritising a caseload with varied complexity
- Undertaking such other duties as may be allocated by the Principal Solicitor (or other member of the Legal Services Management Team) within his/her competence or otherwise appropriate to the grading of the post as required
- Taking responsibility for own self development on a continuous basis and undertake suitable training to develop and provide detailed up-to-date knowledge of the law in relevant areas, those most commonly encountered and those specific to the client departments supported
- Building positive working relationships within Legal Services and across the Council
- Working constructively with the Principal Solicitor to identify strengths and agree action in relation to development needs and implement thereafter

- Participating positively in the development of the team and the attainment of teams and Legal Services targets.
- This role is politically restricted. The post holder is therefore prevented from having any active political role either inside or outside the workplace. The post holder will comply with the Council's Politically Restricted Posts policy.

3. Corporate duties and accountabilities:

- The post holder will comply with and promote the Council's Health, Wellbeing and Safety at Work policies and ensure these are implemented effectively within his/her areas of responsibility.
- Through personal commitment and clear action, the post holder will promote the Council's employment policies, with particular reference to diversity, equality of access and treatment in employment, service delivery and community involvement. To support/develop a working culture within these services that reflects the corporate vision.
- Ensure that the services provided aligned to the Council strategy, vision, aims, objectives, priorities and continuous improvement programme and play their part in achieving these. This includes compliance with Standing Orders, Financial Regulations, Code of Conduct and the Councils Policies and Procedures.
- This job description sets out a summary of the duties and accountabilities of the role. It is not intended to be exhaustive.

JOB TITLE Solicitor	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.	I/T	3
Abilities/Skills: (refer to JE guidance document)		
Ability to work flexibly as part of a results orientated team	I	3
Above average interpersonal skills	I	3
Achievement centred, with a focus on continuous improvement	A/I	3
Ability to develop and implement modern ways of working	I	3
Ability to build and maintain working relationships	I	3
Ability to analyse complex legal matters and think flexibly	I	3
Ability to formulate and present concise oral and written advice	I	3
Ability to prioritise workloads and manage own time effectively	I	3
Demonstrate personal integrity	I	3
Flexible approach to hours to meet "out of hours" commitments	I	3
Has good Microsoft Office skills (Word, Excel, Outlook, Powerpoint, Planner, Teams etc.)	A/T	2
Knowledge/Experience: specify type, level and qualitative (not quantitative required); if any.		
Detailed knowledge of planning law	I/T	3
Sound knowledge and understanding of local government	I/T	3
Sound knowledge of environmental law	I	2

At least 3 years' relevant legal experience in local government	A	2
Up to date knowledge of the issues facing local government.	I	2
Evidence of continuous professional development	A/I	3
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.		
Qualified solicitor	A	
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
Prepared by:		Date: