



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

Standard Template

<b>JOB TITLE:</b>	Solicitor (Built & Natural Environment)		
<b>GRADE:</b>	G11	<b>SERVICE AREA:</b>	Legal Services
<b>JOB CODE:</b>	S1805b		
<b>REPORTS TO:</b>	Alison Sargent	<b>LOCATION:</b>	Council House (Blended Working)
<b>SPECIAL CONDITIONS:</b>	<ul style="list-style-type: none"> <li>• This post is covered by the Government’s Code of Practice on the English Language Fluency Duty for public sector workers. The Post holder will be required to communicate verbally with customers and provide advice and/or information in accurate spoken English.</li> <li>• Your designated place of work will be the Council House. The council operates customer focused hybrid ways of working. This is subject to change and you may be required to work from other locations, short or long term.</li> </ul>		

**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 the Principal Solicitor and other colleagues in ensuring that a professional, comprehensive legal service is provided to the Council, its Members, and officers.
- Advising at Planning Committee

**2. Role specific duties and accountabilities:**

- Managing a broad caseload of planning, environmental, transportation, housing and other work for instructing client departments.
- Providing clear written and verbal legal advice.
- Meeting with client officers and Members to provide advice.
- Taking responsibility for preparation and research and applying rigorous analytical problem-solving methods
- Resolving a wide range of legal problems
- Proactively supporting clients in areas of their work which have a legal dimension
- Managing own time effectively and prioritising a caseload with varied complexity

- 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
- 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
- Undertaking such other duties as may be allocated by the Principal Solicitor (or other member of the Legal Services Management Team) within the post holder's competence
- Participating in Continuing Professional Development (CPD) and taking responsibility for own self development on a continuous basis and undertaking 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
- Communicating verbally with clients and providing advice and/or information in accurate spoken and written English
- 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 team's 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.
- The postholder will 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 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 (Built & Natural Environment)	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	<b>WEIGHT CODE</b> shows relative importance Low=1 Medium=2 High=3
<b>Behaviours:</b> refer to corporate behaviours document		
<b>Professionalism</b> - 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
<b>Leadership</b> - 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	
<b>Accountability</b> - 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
<b>Transparency</b> - 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
<b>Ethical</b> - 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	3
<b>Abilities/Skills:</b> (refer to JE guidance document)		
Work flexibly and with minimal supervision as part of a results orientated team	I	3
Above average all-round interpersonal skills	I	3
Achievement centred, with a focus on continuous improvement	A/I	3
Develop and adapt quickly to new situations and modern ways of working	I	3
Build and maintain working relationships	I	3
Analyse complex legal matters and think flexibly	I	3
Formulate and present concise oral and written advice	I	3
Prioritise workloads and manage own time effectively	I	3
Demonstrate personal integrity	I	3
Have a flexible approach to hours to meet "out of hours" commitments	I	3
Microsoft Office skills (Word, Excel, Outlook, Powerpoint, Planner, Teams, Sharepoint etc.)	A/T	2
<b>Knowledge/Experience:</b> specify type, level and qualitative (not quantitative required); if any.		
Detailed and up to date knowledge and substantial experience of planning law	I	3
Sound knowledge and understanding of local government	I	3
Sound knowledge of environmental law	I	2
Demonstrate good drafting and negotiating skills	I	3
Experience of working to tight deadlines	I	2

Substantial relevant legal experience in local government		A	2
Provide legal advice in a clear, concise manner in a way that the client is able to understand		A/I	3
Demonstrate up to date knowledge of the issues facing local government.		I	2
<b>Qualification:</b> 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	
Evidence of ongoing commitment to continuous professional and personal development		A/I	3
<b>Other Essential Requirements</b>			
An awareness of, and commitment to, equality of opportunity		I	3
Awareness of, and commitment to, confidentiality and handling data		I	3
The ability to communicate verbally with clients and provide advice and/or information in accurate spoken English is essential for the post.		I	3
<b>Prepared by:</b>	Alison Sargent Principal Solicitor	<b>Date:</b>	9.5.2024