

Epsom & Ewell Borough Council

Role Profile

Role Title:	Solicitor
Job Family:	Team Leader / Professional (G6)
Service:	Legal Department
Location:	Town Hall
Reporting To:	Middle Manager / Senior Professional

Role Purpose:	To provide legal advice and support to the council.
<i>Why the role exists and its contribution</i>	Contribute to the achievement of the Council's corporate vision, behaviours and priorities and the development of the Council's positive high performing culture

Main Duties and accountabilities

Service Specific	<ul style="list-style-type: none"> Assisting the Head of Legal and the Principal Solicitor in the provision of legal advice to the Council, its members, officers and departments as directed. Assisting with the conduct of litigation cases such as prosecutions at all Court levels as may be required, including acting as advocate in straight forward cases. Preparing reports for and attending committees, sub-committees including virtual and any other meetings as required by the Head of Legal Service and the Principal Solicitor or attending on their behalf, providing advice to officers and members as required and across the range of local authority functions To assist with all allocated legal matters and progress matters promptly and in a professional manner, to a high standard. Research legal problems or questions and provide legal advice (written and verbal) To advise on property law, including conveyancing practise and procedure as well as drafting all types of documentation in relation to conveyancing matters To provide efficient, effective and pragmatic legal advice and deal with all legal issues arising, relating to contract, procurement and property work To provide advice and representation in connection with the Council's licensing functions, including acting as the Council's
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	<p>legal adviser at meetings of the Licensing Sub-Committees and dealing with licensing appeals</p> <ul style="list-style-type: none"> • To provide legal advice on constitutional issues and disputes as they arise. • Review and provide advice in respect of legislation, guidance and codes to ensure that officers and members are aware of their responsibilities and are fully compliant. • To instruct external solicitors and counsel where appropriate and necessary. • To identify, prepare and provide training on the implementation of legislation, guidance and codes.
Generic Duties	<p>Team Leader</p> <ul style="list-style-type: none"> • Support with the delivery of the corporate plan, vision, behaviours, corporate identity, and key messages and promote effective corporate working across the organisation. • Support the team to deliver high quality services that are customer centred, safe and low risk in line with relevant legislation • To comply with appropriate legislation, service and council policies • All employees have a responsibility under the Health and Safety at Work etc. Act 1974. These responsibilities are laid out in the council's health and safety policy and procedures. • To be aware, understand and support the council's equality and diversity policies • To operate within the council's ICT policies and data protection rules and regulations and all other policies and procedures which are relevant to the post • To operate within the council's financial regulations • Maintain confidentiality at all times • All employees are expected to be flexible in undertaking their duties and responsibilities attached to their role and may be asked to perform other duties, which reasonably correspond to the general character of their role and their level of responsibility as well as undertaking out of hours work as require, meetings outside office hours will be routine and officers will be required to attend. The job description will be subject to regular review and the council reserve the right to amend or add the details.

	<p>Professional</p> <ul style="list-style-type: none"> • Qualified solicitor or equivalent with current Practice Certificate and experience of dealing with local government legal work • Good working experience and knowledge of legislation and developments in a range of areas of law undertaken by the Council • Proven ability to give sound advice and guidance on a range of cases, topics or issues • Demonstrable good command of written English to produce clear, concise legal documents and advice. • Ability to communicate effectively and work with clients and other professionals • Reliable, with the ability to manage and organise own workloads without supervision, meet deadlines and able to use their own initiative and work under pressure • To be proficient in the use of ICT systems used in the Legal Team • To carry out required CPD and maintain a record of all training and development undertaken
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The key decision making areas in the role	
<p>To provide legal advice to the Council, its members, officers and departments in respect of any of the Council's functions in all areas of law applicable to the Council.</p> <p>To advise members and client departments on current issues such as the impact of legislation, codes of practice and policies in relation to the areas of law in which the Council operate.</p> <p>To carry out such other duties of a similar nature as required and to ensure that all work is reflective of best practise and is of a high professional standard.</p>	
Customers and contacts	
<p>Extensive knowledge of the service areas within the Council</p> <p>Proactively work with client departments, managers, external professionals and members of the public</p>	

Dimensions of the role	
Financial	Non-financial
<ul style="list-style-type: none"> • Shared responsibility for income generation • Accounting for or handling expenditure or money 	<ul style="list-style-type: none"> • Ensuring compliance with legislation, codes of practice and guidance • Implementing and enforcing regulations • The supervision and management of employees • Checking and evaluating work of others • Provision of training, development and guidance

Person Specification

Qualifications and Training	Essential (E) or Desirable (D)	Application	Interview/ Assessment
Solicitor entitled to practise in UK	E	X	X
<u>Knowledge/ Skills / Attributes</u>			
Sound knowledge of providing accurate and concise legal advice to individuals	E	X	X
Proven negotiation skills	E	X	X
Ability to make professional judgements	E	X	X
Ability to critically assess and analyse information	E	X	X
Ability to draft letters and reports demonstrating a good command of the language/ reasoning skills/	E	X	X
Good communication/presentational skills	E	X	X
Competent in the use of IT, (Word & Excel)	E	X	X
Excellent organisational skills and being able to work to tight deadlines	E	X	X
An excellent understanding of customer/client focus	E	X	X
Ability to plan and organise workload	E	X	X
Ability to work on own initiative and with minimum supervision	E	X	X
<u>Special Requirements</u>			
Must be legally entitled to work in the UK	E	X	X
Additional Requirements			