

# Job Description

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

## Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

### Role Details

Job Title:	Trainee Solicitor	JEID	N0037
Salary Grade:	Scale G		
Team:	Legal Services Teams		
Division / Service:	Law and Governance Division		
Directorate:	Resources		
Primary Location:	Shire Hall, Warwick		
Political Restriction	This position is not politically restricted.		
Responsible to:	Assistant Director Governance and Policy and/or Strategy & Commissioning Manager (Legal and Democratic)		
Responsible for:	No supervisory responsibilities		

### Role Purpose

1. To provide legal advice, representation and support
2. Advise officers and members of the Council and external clients
3. Prepare reports, statements and any other written material required in connection with the Council's or external client's legal work
4. Assist in the effective operation of the Law and Governance Division, including the delivery, maintenance and development of effective case, performance and quality management systems and other business and administrative systems.

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## Role Responsibilities

1. Undertaking a wide range of legal work for which he/she will be responsible under the supervision of staff in Legal Services in accordance with the Training Plan.
2. Assisting with the work of the three Legal Service Teams as required.
3. Participating in word management, time costing and other recording systems in the Division, together with the implementation of quality standards.
4. Contributing to the delivery of service legal agreements to client directorates and external clients.
5. Comply with SRA requirements for trainee solicitors

The Assistant Director Governance and Policy and/or Strategy & Commissioning Manager (Legal and democratic) or his/her nominated representatives may revise the work undertaken by the post holder after discussion with him/her and he/she must be prepared to change and develop his/her role to suit the needs of the service.

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## Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

*Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).*

Essential Criteria	Assessed By:
<ul style="list-style-type: none"><li>For Graduates good academic record, including:<ul style="list-style-type: none"><li>First or Upper Second Class Honours Degree or</li><li>Distinction for Legal Practice Course</li></ul></li><li>For Undergraduates A level (or equivalent) results and degree results and degree results to date showing progress towards First or Upper Second Class Honours Degree</li></ul>	A/I/D
<ul style="list-style-type: none"><li>Commitment to the profession</li></ul>	A/I/T
<ul style="list-style-type: none"><li>Ability to analyse complex issues, assess options and risks, and express solutions in a concise and practical way</li></ul>	A/I/T
<ul style="list-style-type: none"><li>To be versatile and react well to the urgent and unexpected</li></ul>	A/I/T
<ul style="list-style-type: none"><li>Ability to communicate clearly, effectively and accurately both orally/verbally and in writing</li></ul>	A/I/T
<ul style="list-style-type: none"><li>To be enthusiastic, responsive to guidance, able to implement instructions and ready to learn autonomously</li></ul>	A/I/T
<ul style="list-style-type: none"><li>Inter-personal skills including the handling of conflict</li></ul>	A/I/T
<ul style="list-style-type: none"><li>Ability to understand and draft complex documents with precision and accuracy</li></ul>	A/I/T
<ul style="list-style-type: none"><li>It/case management competence (MS Office, document, management system)</li></ul>	A/I/T
<ul style="list-style-type: none"><li>Ability to work in an organised manner, comply with office procedures and prioritise to meet deadlines</li></ul>	A/I/T
<ul style="list-style-type: none"><li>To be personable and generate confidence</li></ul>	A/I/T
<ul style="list-style-type: none"><li>To be a team player</li></ul>	A/I/T
<ul style="list-style-type: none"><li>To be trustworthy, ethical and a good time manager</li></ul>	A/I/T
<ul style="list-style-type: none"><li>To be able to demonstrate a good attendance record</li></ul>	A/I/D
<ul style="list-style-type: none"><li>Flexible in relation to working hours</li></ul>	A/I/D
<ul style="list-style-type: none"><li>Ability to travel effectively and efficiently throughout Warwickshire and neighbouring counties</li></ul>	A/I

Desirable Criteria	Assessed By:
<ul style="list-style-type: none"><li>Relevant legal work experience (paid or voluntary)</li></ul>	A/I/D

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• Commitment to public or community service	A/I
• Relevant legal work experience	A/I
• Understanding of public law principles	A/I
• Evidence of creative/innovative and participative problem solving	A/I/D

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## Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and hazards that may be faced.

### Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities in accordance with all Warwickshire County Council policies, procedures and arrangements as specified for the post / role.

### Potential Hazards

The hazards ticked below are elements of the job that may need to be considered when applying for the role, as well as when completing a Work Health Assessment.

<input checked="" type="checkbox"/> Regular client contact or care	<input type="checkbox"/> Exposure to noise levels (above 80dbA)
<input type="checkbox"/> Lone working	<input type="checkbox"/> Working with waste or refuse
<input type="checkbox"/> Night working	<input type="checkbox"/> Food Handling
<input type="checkbox"/> Work at heights	<input type="checkbox"/> Manual handling tasks
<input type="checkbox"/> Working in confined spaces	<input type="checkbox"/> Electric work
<input checked="" type="checkbox"/> User of Display Screen Equipment (DSE)	<input type="checkbox"/> Contact with Latex
<input type="checkbox"/> Repetitive tasks	<input type="checkbox"/> Chemical / Dust / Fume Exposure (COSHH)
<input type="checkbox"/> Continual telephone use ( <i>call centre</i> )	<input type="checkbox"/> Working with vibrating tools / machinery