

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:	Solicitor	JEID	Z0118
Salary Grade:	Hay Band 10		
Team:	Property		
Division / Service:	Corporate Legal Service		
Directorate:	Resources		
Primary Location:	Shire Hall		
Political Restriction	This position is not politically restricted.		
Responsible to:	Property Team Leader		
Responsible for:	None		

Role Purpose

Purpose of the job:

1. To provide 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 clients' 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

Principal duties:

1. Supporting and substituting for other members of the Service in carrying out their duties
2. Contributing to and participating in the Council's and the Division's modernisation initiatives and the continuous improvement of services
3. Building and maintaining effective relationships with key clients on behalf of the Service and the Division and being accountable for the quality and level of services provided to them
4. Advice, representation and support in relation to property matters.
5. Generally as required

The Head of Law and Governance or his/her nominated representative may revise the work undertaken by the postholder 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.

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), an interview (I), or documentation (D). The interview process may include a presentation and/or exercise.

Essential Criteria

Essential Criteria	Assessed By:
Qualifications and Job Experience	
Solicitor or barrister qualified to practise in England and Wales with current practising certificate.	A/D
Characteristics	
Understanding of public law principles	A/I
Ability to analyse complex issues, assess risks and find solutions	A/I
Ability to focus on client objectives and add value	A/I
Ability to act with strategic clarity and astute tactics	A/I
Ability to be a first rate communicator	A/I
Ability to give incisive, clear and positive advice	A/I
A desire to meet high standards of case management and comply with office	A/I

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procedures	
To be versatile and a quick learner	A/I
To react fast and well to the urgent and unexpected	A/I
To be personable and generate confidence	A/I
To be a team player	A/I
To be trustworthy, ethical and a good time manager	A/I
Flexible in relation to working hours	A/I
Consistent and effective record of attendance at work	A/D
Ability to travel efficiently and effectively for work purposes	A/I/D
Ability to draft effective legal documents with precision and accuracy	A/I
An appreciation of the principles of delivering a commercial legal service to public sector clients.	A/I

Desirable Criteria

	<i>Assessed By:</i>
First or upper second class honours degree	A/D
Experience in a local authority, police or other public sector organisations	A/I/
Understanding of the law relating to commercial property	A/I
Understanding of the law relating to agricultural holdings	A/I

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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 type="checkbox"/> Regular client contact or care	<input type="checkbox"/> Exposure to noise levels (above 80dbA)
x 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
x 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