



JOB DESCRIPTION	
Job Title	Solicitor
Portfolio	Governance
Reports to	Legal Services Manager
Location	County Hall, Mold
Job Reference/ID Number	80000014564
Job Purpose	
To provide legal services to the Council in the relevant legal field including advice, advocacy and drafting.	

Principal Accountabilities
<ol style="list-style-type: none">1. To provide Council officers of all levels and councillors with accurate, up to date and correct advice on relevant areas of the law including case law, ombudsman's/regulator's decisions, codes of practice etc.2. To provide advocacy at courts and tribunals and inquiries as required or to instruct counsel where appropriate.3. Drafting and preparation of complex legal documents, contracts, agreements etc.4. To be the specialist advisor in respect of at <u>least one area of law</u> (e.g. prosecutions/civil litigation, public protection and environmental law, planning, contracts, housing, landlord and tenant, information law, commercial property transactions, public rights of way and highways, employment) and to provide general advice/services in respect of <u>at least one other field of law</u>5. To provide client departments with information and training, including arranging and attending legal surgeries to meet their needs, on relevant developments within their specialist field of law6. To advise committees, sub-committees and panels of the Council as required7. To deal with enquiries from client departments, the public, other public services such as the courts or HM Land Registry, solicitors acting for other parties, councillors, town and community councils.8. Responsibility for ensuring that proper procedures and processes are followed to ensure that the Council's actions are lawful and follow the principles of good administration, seeking advice and assistance where necessary to address non-compliance.

Supervision/Management of People
Acts as a point of reference for less experienced or less well qualified staff.

Employment Checks/Specific Requirement i.e. DBS
Not for this post.
Special Working Conditions
N/A

Person Specification		
<i>The person specification sets out the skill, knowledge and experience that are considered to be necessary to perform the role and will be used in short-listing both at application and interview stage. It is therefore important that you demonstrate on your application how you meet all of the essential requirements.</i>		
Academic/ Professional Qualification	Essential / Desirable	How this will be assessed?
Qualified Solicitor, Barrister or CILEX	E	Application
Knowledge and Experience		
Must be a qualified solicitor, barrister or CILEX i.e. qualified to degree level with additional legal professional qualification.	E	Application
Will need to be able to advise as a specialist in at least one area of the law relevant to the local authority (e.g. prosecutions/civil litigation, licensing, public protection and environmental law, planning, information law) and at a general level in respect of others. This will require an up to date knowledge and understanding of legislation, case law, statutory guidance, codes of practice, court practice directions and ombudsman's/regulator's decisions.	E	Application/Interview
Must have up to date knowledge of legislation, case law, codes of practice, statutory guidance, court practice directions, ombudsman/regulator's decisions, and rules of evidence as relevant to their specialist area of law.	E	Application/Interview
Must understand the ethics, etiquette and codes of practice generally and in respect of their specialist areas of legal practice (e.g. modes of address in court, Law Society rules on conveyancing etc.).	E	Application/Interview
Ability to foster good working relationships with court staff, solicitors acting for other parties, officers at all levels in client directorates and councillors.	E	Application/Interview
Fully IT literate (MS Office packages plus bespoke legal case management systems).	E	Application/Interview
Able to communicate clearly and fluently orally and in writing.	E	Application/Interview

Must be able to interpret information and explain it appropriately to non-lawyers and make recommendations or advise on how best to achieve the desired outcome.	E	Application/Interview
Ability to work under pressure and manage competing priorities (with some direction).	E	Application/Interview
Skills		
Welsh Language	Desirable	Application
Flintshire County Council Core Behavioral Competencies	Essential	How this will be assessed?
Customer First: Understand our customers (internal and external) and deliver high quality services to meet and exceed their expectation.	Essential	Application/Interview
Working Smarter: Being clear about what you are expected to deliver in your job and have the skills, motivation, enthusiasm and commitment to work effectively.	Essential	Application/Interview
Working Together/Partnership: Building and maintaining positive relationships in order to deliver better services for our customers and employees.	Essential	Application/Interview
Communication: Ensuring we understand each other, respect each other express and share ideas and information clearly.	Essential	Application/Interview
Change: Adapting to change and introducing better ways of doing things, through generating ideas and seeking out the best way to deliver our service.	Essential	Application/Interview
Leading and Managing: Leads and motivates self and others to continually improve performance.	Essential	Application/Interview