



### JOB DESCRIPTION

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

### Principal Accountabilities

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 **least one area of law** (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, education) and to provide general advice/services in respect of **at least one other field of law**
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 law
6. To advise committees, sub-committees and panels of the Council as required
7. 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

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| Acts as a point of reference for less experienced or less well qualified staff. |
| <b>Employment Checks/Specific Requirement i.e. DBS</b>                          |
| Not for this post.  |
| <b>Special Working Conditions</b>   |
| N/A   |

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| <b>Person Specification</b> |
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*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.*

| <b>Academic/ Professional Qualification</b>   | <b>Essential / Desirable</b> | <b>How this will be assessed?</b> |
|---|------------------------------|-----------------------------------|
| Qualified Solicitor, Barrister or CILEX   | E                            | Application                       |
| <b>Knowledge and Experience</b>   |                              |                                   |
| 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             |

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|---|------------------|-----------------------------------|
| 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             |
| <b>Skills</b>   |                  |                                   |
| Welsh Language  | Desirable        | Application                       |
| <b>Flintshire County Council Core Behavioral Competencies</b>   | <b>Essential</b> | <b>How this will be assessed?</b> |
| <b>Customer First:</b><br>Understand our customers (internal and external) and deliver high quality services to meet and exceed their expectation.                        | Essential        | Application/Interview             |
| <b>Working Smarter:</b><br>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             |
| <b>Working Together/Partnership:</b><br>Building and maintaining positive relationships in order to deliver better services for our customers and employees.              | Essential        | Application/Interview             |
| <b>Communication:</b><br>Ensuring we understand each other, respect each other express and share ideas and information clearly.   | Essential        | Application/Interview             |
| <b>Change:</b><br>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             |
| <b>Leading and Managing:</b><br>Leads and motivates self and others to continually improve performance.   | Essential        | Application/Interview             |