



RUTLAND COUNTY COUNCIL

JOB DESCRIPTION

Position Title: Senior Solicitor

Grade: GPO3

Directorate: Law and Governance

Department: Legal and Democratic Services

Responsible to: Principal Solicitor

Purpose of the Job:

To provide legal advice to Members and officers of the Council on the whole range of legal and constitutional matters at all stages of the Council's decision-making process.

Main Responsibilities:

1. To be the Senior Solicitor for the Council in respect of all work.
2. To undertake legal casework across all areas of the Council's operations, as required.
3. Experience in providing legal advice and dealing with property transactions, planning matters, contracts and information governance.
4. To report to and attend as required meetings of the Council, Cabinet, Scrutiny Panels and Committees, in particular Planning Committee.
5. Present cases before the Courts, Tribunals or Public Enquiries (or arrange for representation) to ensure that the Council's interests are fully protected.
6. Anticipate and pro-actively determine the effect of new legislation, case law, regulations and government policy etc.
7. Understand and be sensitive to organisational culture and politics across and beyond RCC.
8. Be confident, professional, politically astute and customer focused in all interactions with internal and external customers, members and partners.
9. A team player who supports colleagues and the work of the team.



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10. To act in accordance with the principles set out in the Employee Code of Conduct and the Council's Values, recognising the duty of all public sector employees to discharge public functions reasonably and according to the law.
11. Take reasonable care for your health and safety and that of other persons who may be affected by the performance of your duties. Where appropriate you will safeguard the health and safety of all persons and premises under your control and guidance in accordance with the provisions of Health and Safety legislation and Rutland County Council's and Directorate codes of practice and procedures. You will exercise proper care in handling, operating and safeguarding any equipment, vehicle or appliance provided, used or issued by the Council or provided or issued by a third party for individual or collective use in the performance of your duties.
12. This job description indicates the main areas of activity of this post. From time to time, however, other tasks/duties may be required but these will fall within the general areas of responsibility and grade of the post. Any changes which are of a permanent nature will, following consultation with you, be included in the job description in specific terms and will be formally issued to you.

Behaviours and outcomes:

To be a role model for the One Council ethos and values.

Understand and be sensitive to organisational culture and politics across and beyond RCC.

Build and manage relationships, share knowledge and skills to deliver shared goals.

Actively support new initiatives and try different ways of doing things

Dimensions:

No line management or budget responsibilities.



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JOB REQUIREMENTS

QUALIFICATIONS/TRAINING/EDUCATION

Essential	Method of Assessment *
Qualified solicitor or barrister Fellow of CILEX	A/D
Evidence of continuous professional development	A/D

Desirable	Method of Assessment *

EXPERIENCE/KNOWLEDGE

Essential	Method of Assessment *
Post qualification experience of undertaking case work in a legal role across a range of functions	A/I
A track record of excellence as a legal adviser, including a proven focus on non-contentious work	A/I
Thorough understanding of local government law and governance.	A/I/T
Experience of advising Committees, in particular Planning Committee.	A/I
An ability to manage a caseload with minimum supervision.	A/I
Flexibility to prioritise workloads and provide commercial and solution focussed advice.	A/I
A willingness to develop in new areas of law.	A/I

Desirable	Method of Assessment *



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SKILLS

Essential	Method of Assessment *
Personal and professional credibility and a high level of probity and integrity.	A
Excellent oral and written communication skills	A/I/T
Analytical and problem solving skills.	A/I
Good IT skills to work with spreadsheets, database and e-mail.	A/I

Desirable	Method of Assessment *

EQUALITY AND DIVERSITY

Essential	Method of Assessment *
Able to recognise discrimination and be proactive in ensuring the Council's policy is put into practice.	A/I

OTHER

Essential	Method of Assessment *
Flexible and able to work collaboratively within a busy team, including availability to attend meetings outside normal working hours as required by the service	A
Willingness and ability to visit other sites as and when required.	A/I
Able to work on own initiative and be a self-starter, prioritising work with minimum supervision and work under pressure	A
Political sensitivity and the ability to exercise appropriate discretion, tact, diplomacy, confidentiality and judgement	A/I

* A = Application Form D = Documentary evidence I = Interview T = Test



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STRUCTURE

TBC

NOTE: These requirements must be reviewed each time this post becomes vacant. The reviewing manager must sign below. If changed, please submit both the original job description and amended job description to the Human Resources Department.

DATE	CHANGE - YES/NO	PREPARED BY (Name & Position Title)
November 2025	Updated wording and template	Katherine Jamieson, Principal Solicitor