

Harlow Council Job Description

Job Title: Assistant Solicitor/CILEX/Barrister **Post Number:** LP0027X

Grade: 14 **Date:** January 2026
Service: Governance
Location: Civic Centre
Responsible to: Legal Services Manager

Job Purpose:

To assist the Legal Services Manager in the provision of innovative, commercially sound, marketable, efficient and effective legal services that ensures that the Council's interests and values are protected, advanced and enforced.

- 1.0** To provide legal advice and assistance to the Council, its Client Departments, Officers and Members.
- 2.0** To undertake all necessary aspects of litigation and Court work including both issuing of proceedings and defending the Council in proceedings bought against it.
- 3.0** To undertake conduct of non-contentious cases including the drafting and preparation of any and all documents required.
- 4.0** To attend Committees, Sub Committees and meetings as required.
- 5.0** To keep informed of developments in law and to advise the Council, its Client Departments, Officers and Members as appropriate.
- 6.0** To undertake any and all statutory and delegated duties as required.
- 7.0** To assist with the processes required by LEXCEL accreditation.
- 8.0** To undertake any other related tasks as may from time to time be allocated by the Legal Services Manager.
- 9.0** Other duties appropriate to the role.
- 10.0** Statement of Health and Safety.

Breakdown of tasks:

1.0 To provide legal advice and assistance to the Council, its Client Departments, Officers and Members.

- 1.1** To advise client departments on relevant legislation, case law and best practice and the impact on the Council.
- 1.2** To provide advice on the appropriate legal action required.
- 1.3** To provide advice as necessary to ensure the Council is complying with relevant guidance, pre-action protocols, practice notes and legislative changes.

2.0 To undertake all necessary aspects of litigation and Court work including both issuing of proceedings and defending the Council in proceedings brought against it.

- 2.1** To acknowledge instructions from client, check for completeness and advise on the appropriate course of action.
- 2.2** To have conduct of and prepare any and all documents required for proceedings both prosecutions and defended cases including but not limited to applications, witness statements, summons packs, warrant requests, bundle of evidence.
- 2.3** Where appropriate and in agreement with client departments to procure external legal advice and representation.
- 2.4** Act as link officer between client and counsel to include instructing, conferencing and attending Courts and Tribunals.
- 2.5** Prepare for and attend Courts and Tribunals hearing in any proceedings on behalf of the Council.
- 2.6** To provide advocacy and represent the Council in litigation before the Courts and Tribunals as required.

3.0 To undertake conduct of non-contentious cases including the drafting and preparation of any and all documents required.

- 3.1** To undertake conduct of residential and commercial conveyancing including drafting and preparing all necessary documents to completion as required for each case.
- 3.2** To undertake conduct of other property matters both commercial and residential as required.
- 3.3** To undertake general property work for both the residential and commercial portfolio.
- 3.4** To undertake any ancillary work including but not limited to service charge loans, deeds of postponement, rectification, variation etc.
- 3.5** To be responsible for all post completion work.

4.0 To attend Committees, Sub Committees and meetings as required.

- 4.1 Contribute to the preparation of Council, Cabinet and Committee reports and reports to Chief Officers as required.
- 4.2 Diarise and prepare for Committees, Sub Committees and meetings using the agenda and/or documents circulated.
- 4.3 Provide legal commentary and legal implications when requested.
- 4.4 Attend meetings during normal work hours or evenings as required.
- 4.5 Prepare reports, feedback or advice following meetings if required.

5.0 To keep informed of developments in law and to advise the Council, its Client Departments, Officers and Members as appropriate.

- 5.1 To ensure familiarity with relevant changes to the legislation, case law and practice relevant to the Council.
- 5.2 Keep informed of developments in statute, common law and legal practice and to assist in the provision of advice and guidance to officers as appropriate.
- 5.3 To update relevant client departments with changes to legislation and case law that may affect them.
- 5.4 Provide training as required on new areas or developments in law and practice that affect the Council's business.
- 5.5 Maintain accurate records of all training and CPD hours undertaken.
- 5.6 To advise and assist client departments to draw up policies and procedures to ensure compliance with changes to legislation, guidance and policy that may affect them.
- 5.7 To attend where appropriate Special Interest Groups and other forums to gain knowledge and share best practice.

6.0 To undertake any and all statutory and delegated duties as required.

- 6.1 To comply with the Rules of Procedure and undertake those functions identified in the responsibility for functions (e.g. Scheme of Delegation to Officers) as may be determined by the Council from time to time).

7.0 To assist with the processes required by LEXCEL accreditation.

- 7.1 Maintain a high level of customer care in relation to all legal work undertaken.
- 7.2 Maintain all case files according to the Lexcel standards and ensure that risk and conflict checks are carried out.
- 7.3 Carry out regular reviews of open files to check for inactivity.
- 7.4 Ensure that all key dates are diarised in the team calendar.
- 7.5 Ensure that case files are closed promptly on completion and that retention information is provided to admin staff.
- 7.6 Provide admin staff with Client feedback when received.

8.0 To undertake any other related tasks as may from time to time be allocated by the Legal Services Manager, these could include but are not limited to:

- 8.1 Undertake time recording of all matters using the time recording and case management system.
- 8.2 Undertake any duties requested that will Assist in the shaping and development of the Council's legal services.
- 8.3 Assist in building strong relationships with internal and external partners.
- 8.4 Assist the Legal Services Manager to develop external and internal business opportunities.

9.0 Other duties appropriate to the role.

- 9.1 To undertake other duties commensurate with the grade, skills, knowledge and experience of the post holder.
- 9.2 All employees are expected to show a commitment to safeguarding children, young people and adults with care and support needs.
- 9.3 All employees are expected to have regard and operate within the Council's commitment to equality and diversity and customer care.
- 9.4 All employees are expected to adhere to requirements of GDPR (General Data Protection Regulations) and The Data Protection Act (2018) and comply with measures to protect the confidentiality of information in accordance with Council policies and procedures.
- 9.5 All employees are expected to familiarise themselves with and adhere to all relevant Council Policies and Procedures.
- 9.6 This job description is not intended to be an exhaustive list but to indicate the main responsibilities of the post. It will be reviewed periodically to take into account changes and developments in service requirements.

10.0 Statement of Health and Safety.

- 10.1 Harlow Council is committed to the provision of high quality health and safety standards. In order to achieve this all staff employed by the Council have the following specific responsibilities, which are consistent with the requirements of the Health & Safety at Work etc. Act 1974.
- 10.2
 - To take reasonable care for the health and safety of yourself and of other persons who may be affected by what you do or fail to do.
 - To co-operate with Harlow Council in order to enable statutory requirements to be implemented.
 - Not to intentionally interfere with or misuse anything provided in the interests of health and safety.