



## Solicitor

### Job Description and Person Specification

<b>Directorate:</b>	Finance & Governance	<b>Service:</b>	Legal
<b>Responsible to:</b>	Legal Services Manager	<b>Responsible for:</b>	n/a
<b>Grade:</b>	10		
<b>Location:</b>	Civic Centre, Poulton-le-Fylde		

#### Job Purpose:

To contribute to the provision of a comprehensive legal service to the Council in an effective and efficient manner, with particular responsibilities in planning law. The role covers the breadth of planning work and therefore you will be responsible for a full caseload dealing with complex and varied matters, including drafting and negotiating s.106 agreements, drafting enforcement notices and attendance at planning committees and court.

In addition, depending on experience, you may at times be required to provide legal advice and assistance in the following areas: Commercial Property, Contracts, Licensing, Procurement and other areas of law commensurate with the grading of the post.

#### Key Tasks & Responsibilities:

Attendance at Planning Committee (and other Committees) as the Council's legal advisor as appropriate.

Drafting and Negotiation of S106 Agreements

Representing the Council in Court and Inquiries as appropriate.

Advising the planning department and other client departments on legislation and codes of practices on a wide range of issues, varying in complexity as directed by the Legal Services Manager and drafting and negotiating any agreements, contracts or notices as required.

Drafting instructions to Counsel and attending meetings with Counsel as appropriate.

Providing high quality accurate legal advice and assistance to client departments.

Undertaking research on legal issues, identifying options and solutions.

Participating in special area activity groups within the Law Society Local Government Group as relevant to current work responsibilities.

Ability to develop and maintain effective working relationships, work under pressure to meet competing priorities and deadlines and have a pragmatic approach.

Contributing to the Legal Section's development and assisting in fulfilling the Council's objectives and priorities in the Business Plan.

Any other duties as may be required by the Legal Services Manager or Assistant Director of Governance and Legal (Monitoring Officer) from time to time commensurate with the grading of the post.

### Corporate Responsibilities:

The postholder will be expected:-

- To adopt a flexible approach to changing patterns of work and undertake such other duties as are consistent with the job purpose and grade of post.
- To promote best practice in meeting the requirements of Health and Safety legislation and Council policy, and comply with other relevant statutory legislation.
- To carry out duties in accordance with the Council's policy on equality and diversity.
- To accept that everyone has a right to their distinct identity, treating everyone with dignity and respect and ensuring that what our customers tell us is valued by reporting it back into the organisation.
- To provide quality services that are what our customers want and need, giving customers the opportunity to comment or complain if they need to, working with them to identify what needs to be done to meet their needs and informing managers about what customers say in relation to the services delivered.
- To develop oneself and others making every effort to access development opportunities and contribute effectively by participating in the Council's performance management scheme.
- To be responsible for Data Quality.
- To demonstrate a high standard of probity in the use of council resources and where a nominated budget holder manage spending within available resources.
- To support the delivery of the Council's Climate Change Strategy and Action Plans to achieve net zero in 2050.

QUALIFICATIONS	ESSENTIAL/ DESIRABLE	ASSESSMENT METHOD
Qualified solicitor	<b>Essential</b>	Application/Interview

SKILLS	ESSENTIAL/ DESIRABLE	ASSESSMENT METHOD
Good oral and written communication skills.	<b>Essential</b>	Application/Interview

Able to work as part of a team.	<b>Essential</b>	Application/Interview
Ability to work with minimum supervision.	<b>Essential</b>	Application/Interview
High levels of computer literacy including knowledge of Microsoft Office systems.	<b>Essential</b>	Application/Interview
Court/Inquiry procedures	<b>Desirable</b>	Application/Interview

<b>EXPERIENCE</b>	<b>ESSENTIAL/ DESIRABLE</b>	<b>ASSESSMENT METHOD</b>
Be able to demonstrate legal experience.	<b>Essential</b>	Application/Interview
Experience in planning law.	<b>Essential</b>	Application/Interview
Experience of working in a local authority legal section.	<b>Desirable</b>	Application/Interview
Experience in any of the following legal areas: Commercial Property, Contracts/Procurement, Licensing, Litigation, including Prosecutions.	<b>Desirable</b>	Application/Interview

<b>ADDITIONAL REQUIREMENTS</b>	<b>ESSENTIAL/ DESIRABLE</b>	<b>ASSESSMENT METHOD</b>
Demonstrate commitment to equal opportunities together with a clear appreciation of equalities issues	<b>Essential</b>	Application/Interview
Regular and Reliable Service	<b>Essential</b>	Application/Interview
Demonstrate behaviours that support our values	<b>Essential</b>	Application/Interview

**Our Values are key to delivering our vision, plans and strategies.  
All Behaviours listed are essential to the post.**

			
<b>Professional</b>	<b>Innovative</b>	<b>Collaborative</b>	<b>Customer focused</b>
In being professional we...	In being innovative we...	In being collaborative we...	In being customer focused we...

<ul style="list-style-type: none"> <li>• Have pride in how we represent the council</li> <li>• Treat people with respect and consideration</li> <li>• Are conscientious and carry out our work to a high standard</li> <li>• Carry out our work activities in an honest and ethical manner</li> </ul>	<ul style="list-style-type: none"> <li>• Proactively embrace change and learn from our mistakes</li> <li>• Challenge and constructively question existing processes</li> <li>• Make best use of our resources to provide excellent services</li> <li>• Encourage creative thinking with colleagues and peers</li> </ul>	<ul style="list-style-type: none"> <li>• Communicate effectively with colleagues and stakeholders</li> <li>• Develop productive relationships and achieve the best results</li> <li>• Recognise and embrace the knowledge and skills of others.</li> <li>• Embrace the concept of one team one council and all work together</li> </ul>	<ul style="list-style-type: none"> <li>• Strive to provide excellent services</li> <li>• Understand our customers' needs and consider things from their perspective</li> <li>• Effectively communicate and manage expectations</li> <li>• Actively seek ways to maximise customer satisfaction</li> </ul>
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**Special Conditions:**  
(e.g. Weekend work, shift allowance, car/mileage allowance)

- The council operates a strict non-smoking policy.
- Casual car user allowance. Casual Car User's will be paid at the middle band. You will be required to provide your own means of transport.

**Prepared by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Post Holder Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_