

Job Description

Position Details

Position:	Solicitor – Adult Services and General Support		
Directorate:	Corporate Resources		
Service:	Legal and Compliance		
Position no:	BG00028		
Grade:	9		
Hours of work:	37 hours		
Work style:	Home Worker		
DBS required:	Standard Disclosure		
Contact:	Andrea Jones		
Politically Restricted:	No		
JE ID:	559	Date Evaluated:	
Responsible to:	Head of Legal & Corporate Compliance (Monitoring Officer).		
Responsible for:	Provision of Professional Legal Service		

Job Purpose

Provision of Professional Legal Service

Principal Accountabilities

1. To provide a high quality professional legal service to all areas of the Council functions, with particular emphasis as set out below.
2. To support, advise and undertake litigation on behalf of the Adult Team in Social Services.
3. To provide occasional legal support to other areas of service as and when required.
4. Demonstrate sound professional competence with the ability to make reasoned legal decisions, and exhibit a clear understanding of the expectations and needs of the Council and its client departments in respect of the effective delivery of public services, particularly within a political environment.
5. Demonstrate a commitment to building and maintaining positive working relationships, both internally and externally. Generally to ensure that a high quality, cost-effective, customer orientated service is provided and to assist the Council to identify and implement improvement opportunities within the context of a modern, commercially effective organisation.
6. Undertake various duties to support the Legal team, e.g., internal Business Planning process; applications for Practising Certificates, training event organisation, and assisting the Head of Legal & Corporate Compliance when necessary.

7. To undertake any other reasonable duties as may from time to time be required by the Head of Legal & Corporate Compliance.

Responsibilities for Resources

Council equipment such as laptop and mobile telephone

Key Working Relationships

The post holder will work closely with relevant departments of the Council, neighbouring Councils and all organisations and personnel involved in the process of litigation work.

Supervision / Management of People

None

Special Working Conditions

Some travel required to attend an office, court and hearings where required by the role.

General Accountabilities

1. To comply with the Council's Policy Statement on Health, Safety and Welfare at Work.
2. To positively promote the Council's Strategic Equality Plan and ensure commitment to anti-discriminatory practice.
3. To demonstrate a commitment to ongoing personal development.
4. To adhere to data protection principles whilst undertaking your duties.
5. To be responsible for undertaking your duties in a way that safeguards and promotes the welfare of children, young people and adults at risk. You must bring issues of concern regarding the safety and welfare of children, young people and adults at risk to the attention of the Safeguarding Officer in your service as soon as you become aware of them.
6. You may be required, where operationally necessary, to undertake duties in support of Torfaen County Borough Council as part of the agreed federation arrangements. Such duties will be consistent with the postholder's role, grade and competencies.
7. Undertake other duties that may be required of you, commensurate of your grade or general level of responsibility within the organisation.

This job description sets out the main responsibilities of the position at the date it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility.

Person Specification

Requirements	Essential (E) / Desirable (D)	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Education / Qualifications / Knowledge		
Qualified solicitor or barrister with a current practising certificate	E	A
Experience		
Advocacy experience before Courts.	E	AIPP
Adult Care/Court of Protection	E	AIPP
Local Government Experience	D	AIPP
Skills & Abilities		
Excellent communication skills. A sound understanding of the legal principles relating to Court Procedures and Evidence.	E	AIPP
Personal Attributes		
Sets the standard of leadership for the service	D	AIPP
Takes direct responsibility and is accountable for actions	D	AIPP
Translates the vision into operational objectives	D	AIPP
Is committed to continually improving performance of self and others	D	AIPP
Promotes risk-taking and supports appropriately	D	IPP
Considers implications of proposed decisions	D	AIPP
Promotes a culture of open communication	D	IPP
Communicates effectively, using a variety of styles, with a broad range of people	D	IPP
Understands partnerships in the context of the "big picture"	D	IPP
Special Working Conditions / Requirements		
Full driving licence and access to a vehicle during working hours	E	A

Minimum Welsh Language Skill Requirements	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Welsh Language Skills Level 0. Level 1-5 is desirable. Training is optional.	A
Welsh Language Skills Level 1 Entry / Courtesy (as a minimum) are desirable and need to be learnt when appointed. Training required: "Welcome Part 1 & 2" (10 hours in total)	
Welsh Language Skills Level 1 Entry / Courtesy (as a minimum) are essential. Training required: "Welcome Part 1 & 2" and "Welcome Back Part 1 & 2" (20 hours in total).	

For further information on the above please refer to the [Welsh Language Skills Guidelines](#)

Welsh language skills requirements beyond the minimum stated above e.g. fluent speaker / proficient writer will be outlined within the person specification under qualifications and skills.

Personal Competencies

All competencies are regarded as essential, although it is recognised that some may be achieved over a period of time. All employees are expected to continually develop their competencies in line with the appropriate framework. In addition to those assessed as part of the recruitment process, competencies will be assessed during the probationary period and through the Council's performance coaching scheme.

Competencies – Delivering the Service	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Plans ahead, organises work in advance	AIPP
Involves line manager / colleagues in setting and meeting targets	IPP
Reorganises work when necessary	PP
Sees tasks through to completion whenever possible	PP
Seeks help if workload becomes unmanageable	PP
Uses initiative to report issues that arise that impact on others	IPP

Competencies – Improvement and Change	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Is prepared to try new things & feedback results	PP
Understands that changes are needed if things are to be improved	PP
Finds new and creative ways of doing things better	PP
Actively seeks to develop own skills and knowledge	PP
Learns from mistakes & welcomes constructive feedback	PP

Competencies – Providing Excellent Customer Service	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Recognises the importance of high standards of customer service	PP
Is committed to providing an excellent service to all the citizens of Blaenau Gwent	PP
Understands the links between own professionalism and the possible impact on the Authority's image	IPP
Has a professional attitude that sets an example to colleagues	IPP
Takes pride in own work and that of colleagues	PP
Is respectful, courteous and helpful at all times	PP

Competencies – Team working	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Reacts constructively to others' suggestions and requests	PP
Recognises potential value of others' opinions and actively seeks their contributions	IPP
Asks for help when necessary	PP
Actively seeks to help others	PP
Is aware of the impact of own behaviour on others	PP

Competencies – Communicating	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Adapts content and style to help others understand	IPP
Makes sure that people are regularly informed	IPP
Uses appropriate language, gestures and tone when talking with others	IPP
Checks others have understood & seeks advice when necessary	IPP
Actively seeks to improve all forms of communication with others	IPP
Communicates professionally by using formal channels appropriate to the situation	IPP

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