Isle of Anglesey County Council

Job description / Person specification

Part A

Job title: Solicitor (Adult Social Care)

Post number:

Service / Section: Council Business - Legal

Grade: 8 (SCP 36 – 39)

Overall job purpose

1. To be a member of a team of lawyers and support staff dealing with the legal needs of the Isle of Anglesey County Council and its Committees and Sub-Committees, the Isle of Anglesey County Council's Directorates and officer, and other authorised public bodies; to enable staff to perform effectively.

2. To provide advice and representation to the Council in the discharge of its functions relating to adult social services and education

3. To assist with delivering on the other responsibilities of the Legal Section's Social Care Team at the request and under the supervision of the Senior Solicitor (Social Services)

General: *To comply with the local authority's Corporate Safeguarding Policy and the safeguarding duties and responsibilities which that policy places on every employee, aligning with the core values of the Authority which includes supporting children, adults who may be at risk and their families to keep them safe and healthy.*

In accordance with the Local Authority's Corporate Safeguarding Policy and the Social Care Wales Safeguarding Framework, this role requires the postholder to complete safeguarding training at the appropriate level. All employees must complete ***Group A*** *(mandatory e-learning).*

Main duties / responsibilities

Principal Accountabilities / Key Tasks:

1. ADULT SOCIAL CARE

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1.1 To advise and act for the Council on all matters relating to its functions as they relate to adult social care matters.

1.2 To represent the Council in any court or tribunal proceedings to which it is a party by virtue of its responsibilities for adult social care matters.

2. EDUCATION

2.1 To advise and act for the Council as an Education Authority in respect of all matters relating to its function.

2.2 To represent the Council in any court or tribunal proceedings to which it is a party in its capacity as an Education Authority.

3. OTHER

3.1 To assist with the work of the Legal Section in the event of absences of members of the Section or double booking for such members or at times of heavy workloads.

3.2 To participate as required as a member or leader of working groups, project teams etc. within and between Services and jointly with outside bodies established to address issues affecting the Council.

Corporate

4. To be responsible for establishing good working relationships both internally and externally.

5. Compliance with the Authority's Policies and Procedures and to make known to Senior Officers any areas which are not adequately covered.

6. To participate actively in supporting the Authority's principles and practices of equality of opportunity as laid down within the Equal Opportunities Policy.

7. To be responsible for the application of Health & Safety practices within the daily operations, sharing a common responsibility for Health & Safety across the Service and Authority as a whole.

8. 9. Employees will be required to give certain information relating to themselves in order that the Authority may properly carry out its duties, rights and obligations as an employer. The Authority will process and control such data principally for personnel, administrative and payroll purposes.

9. 10. As a term of your employment and in order to maintain effective operations, you may be required to undertake any other reasonable task, commensurate with your grade, as determined by your Line Manager or Head of Service.

Person specification

Education and training **The minimum educational requirements / Professional or vocational qualifications for this post:**	**Essential (E) Desirable (D)**
1. Degree or equivalent	E
2. Solicitor of the Supreme Court of England and Wales	E
3. Proven experience of managing own caseload as a solicitor	E
4. Ability to manage a large caseload of diverse and, often, complicated adult social care cases with minimal supervision	D
5. Experience in one or more of the following areas of work: litigation (criminal, civil or both) and education law, law	D

Any specific training required for the post including certification:	**Essential (E) Desirable (D)**
1. Must be entitled hold a current Solicitor's Practising Certificate	E

Key competence requirements **Job related knowledge:**	**Essential (E) Desirable (D)**
1. The ability to work effectively in a culture which requires best value in the delivery of services and the achievement of specified outcomes and targets.	E
2. Significant current experience of and knowledge of dealing with your own caseload of client matters with minimal supervision.	E
3. Significant theoretical, practical and procedural knowledge of court procedures and practice in the law of adult social care	E
4. The ability to work effectively in a culture which requires best value in the delivery of services and the achievement of specified outcomes and targets	E
5. Highly competent in the use of ICT, with sound knowledge of Microsoft Word and other software packages	E
6. Good problem solving and decision making skills	E
7. Demonstrate strong organisational skills to manage time, data and information, including working under pressure and meeting strict statutory deadlines	E

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Key competence requirements Job related knowledge:	Essential (E) Desirable (D)
8. Excellent written and oral communication skills, both within the organisation and outside the organisation, to include fluency in Welsh and English, both orally and in writing	E
	E
9. General knowledge of Local Government policies and procedures	D
10. Experience advising on education law	D
11. Experience providing legal advice in Council Committees and/or contributing to inter-service meetings and working groups as well as at meetings with external organisations, external bodies and stakeholders.	D

Specific skills:	Essential (E) Desirable (D)
1. Experience of advocacy in Courts and Tribunals	E
2. Ability to work on own initiative	E
3. Ability to provide advice to Council officers, service managers, heads of service, elected members, solicitors and provide information to the general public on all matters related to adultcare social services and education law and practice including statutory regulations, policies and procedures.	E
4. Committed to personal and professional development	E

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Specific skills:	Essential (E) Desirable (D)
5. Possess a valid driving licence and access to own vehicle	E

Position in the organisation

Reports to: Senior Solicitor (Social Care)

Staff supervised: None directly

Working arrangements and conditions

Working week:. Monday to Friday

Identified work base: Anglesey

Contracted hours: 37 hours

Language requirements

Welsh language skills (please see the skills framework attached)

Skill	Level 0	Level 1	Level 2	Level 3	Level 4	Level 5
Listening (Tick one)	☐	☐	☐	☐	☐	☒
Reading (Tick one)	☐	☐	☐	☐	☐	☒
Speaking (Tick one)	☐	☐	☐	☐	☐	☒
Writing (Tick one)	☐	☐	☐	☐	☐	☒

English language skills (please see the skills framework attached)

Skill	Level 0	Level 1	Level 2	Level 3	Level 4	Level 5
Listening (Tick one)	☐	☐	☐	☐	☐	☒
Reading (Tick one)	☐	☐	☐	☐	☐	☒
Speaking (Tick one)	☐	☐	☐	☐	☐	☒
Writing (Tick one)	☐	☐	☐	☐	☐	☒

Flexibility

Your attention is drawn to the fact that in some cases particular duties and responsibilities are difficult to define and may vary from time to time without changing the general character of the duties and level of responsibilities entailed. In addition, it is a requirement of all employees that they accept elements of flexibility in duties and responsibilities and when necessary, interchange within the organisation which will meet the changing needs and demands of the service. Such a requirement will enable the particular expertise of the post-holder to be developed and maximised to the mutual benefit of both employer and employee.

Date of preparation of this job description document: May 2026

Language skills – Workplace assessment levels

(i) Listening

Level	Definition
0	No skills
1	Able to understand basic enquiries in Welsh /English
2	Able to understand a basic social conversation in Welsh / English
3	Able to follow routine conversations involving work between fluent Welsh / English speakers
4	Able to follow the majority of conversations involving work including group discussions
5	Able to understand all conversations involving work

(ii) Reading

Level	Definition
0	No skills
1	Able to read basic words and phrases, e.g. signs or short and simple notes
2	Able to read basic material involving work (slowly)
3	Able to read routine material with a dictionary
4	Able to read the majority of material in own area
5	Able to understand all material involving work

(iii) Speaking

Level	Definition
0	No skills
1	Able to conduct a general conversation [greetings, names, saying, placenames]
2	Able to answer simple enquiries involving work
3	Able to converse with someone else, with some hesitancy, regarding routine work issues
4	Able to speak the language in the majority of situations using some Welsh / English words
5	Fluent – able to conduct a conversation and answer questions, for an extended period of time where necessary

(iv) Writing

Level	Definition
0	No skills
1	Able to write basic messages
2	Able to answer simple correspondence with assistance
3	Able to draft routine text, with editing assistance
4	Able to prepare the majority of written material related to the area, with some assistance in terms of revision
5	Skilled – able to compete written work without the need for revision

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