Job Description and Person Specification

Post Title: **Legal Services Solicitor**

Reports to: **Assistant Director – Corporate Services**

Scale: **7**

Politically Restricted: **Yes**

Overall Purpose

To provide high-quality legal advice, support and representation across the full range of Blaby District Council's functions, ensuring the effective delivery of legal services to the Council. To assist and provide cover for the Head of Legal Services as required. To deliver specialist legal expertise and strategic support during a period of significant structural and operational change arising from Local Government Reorganisation (LGR), helping to protect the Council's interests and support the achievement of its objectives throughout the transition.

Key Roles, Tasks and Responsibilities

1. To cover for the Head of Legal Services during absence including line managing the Legal Services Officer.
2. To assist the Head of Legal Services in ensuring that the Council complies with all legislative requirements and provides a proactive as well as reactive legal service to all departments.
3. To conduct all aspects of District Council legal work as allocated by the Head of Legal Services, working with minimal supervision whenever possible. The post holder will lead in the delivery of legal support in at least two of the following areas:
   • Contract and procurement
   • Planning and enforcement
   • Property (Transfer of Land/Commercial Leases)
   • Litigation/Advocacy in the Criminal Courts
   • Civil litigation and debt recovery
4. To provide proactive solution focussed legal advice.
5. To instruct Counsel or external law firms to advise the Council, to include procurement of the right adviser, drafting instructions and acting as ‘intelligent client’ to the service area as required.
6. To advise members of staff, senior managers and councillors in one to one meetings and committee meetings.
7. To sit on relevant project boards to provide legal advice to officers and Project Governance bodies.

8. To represent the Council on external bodies, forums or at shared best practice meetings.
9. To represent the Council in the lower Courts as deemed appropriate within the postholders skill and discipline.
10. To monitor and share changes in law, procedure and practice as appropriate informing client department of such changes.
11. To be the lead in the delivery of legal support in relation to LGR, specifically, but not limited to:
    - Transfer of Assets and Liabilities
    - Partnership & Collaboration
    - Public Law and Compliance

Post Characteristics

Allowances: Casual Car User and Mobile Phone

Security/safeguarding checks: None

Health and Safety Responsibilities

1. Health and safety responsibility is inherent in the managerial role and the responsibilities for health and safety are no different from the requirements of other management activities.
2. To be familiar with and comply with the Council's health and safety policies and procedures and local department specific health and safety policies and procedures as amended or added to from time to time.
3. To be responsible for the effective implementation of the Council's health and safety policies and procedures with their services. To ensure that robust and effective safe working arrangements are in place and adhered to by all staff at all times.
4. To ensure that all accidents, incidents and near misses are properly reported and investigated.
5. To report any corporate or significant H&S issues to the Corporate Health and Safety Adviser.

Emergency Planning/Response Responsibilities

1. To carry out the duties specified in relation to the post in the Emergency Plan, Business Continuity and other associated documents.

Person Specification

Knowledge

Essential:

Excellent knowledge to enable the post holder to carry out day to day responsibility for matters in at least two of the following areas: (2,3,4*)

- Planning and enforcement
- Property (Land Transfers/Commercial Leases)
- Litigation/Advocacy - Criminal Courts
- Civil litigation and debt recovery
- Contract and procurement

Desirable:

Knowledge of laws, practices and procedures of administration and local government (*2,3,4)

Experience

Essential:

Working in a Legal or Regulatory Office (3,4*)

Staff Management (3,4*)

Desirable:

Working in Local Government (3,4*)

Working in Partnership with other public, 3rd sector or Private bodies (3,4*)

Advocacy in Magistrates and County Courts (3,4*)

Provided representation or advice in a Public Inquiry or other quasi legal body (3,4*)

Skills/Abilities

Essential:

Excellent written and verbal communication skills, with an ability to assimilate and effectively communicate complex subject matter to a wide range of audiences (3,4*)

Ability to develop and maintain strong working relationship with officers, members, the Senior Leadership Team across the organisation (3,4*)

Interpersonal skills of tact, diplomacy, persuading, influencing and negotiating (3,4*)

Competent in the use of Microsoft Office (3,4*)

Ability to prioritise own workload when experiencing conflicting demands (3,4*)

Ability to work on own initiative with minimal supervision (3,4*)

Demonstrable experience of effective team working (3,4*)

Capable of drafting and interpreting legal documents (3,4*)

Able to demonstrate an innovative approach to solving legal problems (3,4*)

Political awareness and sensitivity (3,4*)

Setting and management of budgets (3,4*)

Qualifications/Training

Essential:

Law Degree (3,5*)

Post Graduate qualification in Law (3,5*)

Desirable:

Qualified Solicitor/ Barrister /Legal Executive (3,5*)

Other

Essential:

Ability to provide legal advice to members at evening meetings (3,4*)

Method of assessment*

1. Application form
2. Probing at interview
3. Documentary evidence

Job Description and Person Specification details:

Reviewed by: Corporate Services Assistant Director

Latest Version Date: October 2026

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