CYNGOR SIR *POWYS* COUNTY COUNCIL

JOB DESCRIPTION

Position Title: **Principal Solicitor – Employment**

Position Number: **DLS0107**

JE Code: **HAYLSD047**

Service: **Legal Services**

Location/Work Base: County Hall, Llandrindod Wells

This is a flexible worker position and therefore the Council offers opportunity to work in an agile way to include home working.

Grade: **Grade 14**
Point 41 to Point 43
£54,143 to £56,293 per annum
£28.06 to £29.17 per hour

Contracted hours: **37 hours, Permanent**

Reporting to: **Professional Lead- Legal**

Responsible for: **TBA**

Summary

About the role:

The Solicitor responsible for all legal matters relating to employment matters on behalf of the Council. To provide robust advice, assistance and support in a timely manner to the relevant service areas as and when required. To provide advice, assistance and support in a timely manner to the relevant service areas (Schools Service and Human Resources) as and when required in connection with contentious and non-contentious employment law matters.

About you:

- Solicitor/Barrister or Fellow of the Institute of Legal Executives
- Thorough knowledge of employment law (procedure and practice)
- Highly organised, conscientious and hard working
- Demonstrate a responsive and effective customer focused approach, with good and clear communication, advocacy and negotiating skills.

- An excellent track record of building internal and external relationships which deliver.
- Work independently and as part of a team.
- Working to deadlines and under pressure.

If you have any questions about the role, please contact:
Debra Jones
recruitment@powys.gov.uk

Your responsibilities will be:

1. To be the Councils lead lawyer responsible for delivery of all aspects of employment law advice. To undertake as required legal and quasi-legal work on behalf of the Council, in negotiations, and generally in its relations with outside bodies and the public.

2. To undertake legal work relating to all areas of Employment Law (for the Schools Service and Human Resources) including advice to Schools, Officers in the Schools Service, SMT/EMT and Human Resources. To undertake preparation and submission of Court/Tribunal pleadings, seeking approval from the client and conducting the proceedings to conclusion. Imparting the decision upon the relevant service area and advising in connection with any ancillary matters arising from those proceedings. Instructing and liaising with Counsel when appropriate.

3. To assist the Professional Lead - Legal in relation to employment and related corporate matters howsoever arising.

4. To attend at committees of the Council from time to time if required and advise upon legal issues. To appear on behalf of the Council in the Magistrates Court, County Court, High Court and Tribunals on employment related matters or any other matter as allocated by the Professional Lead.

5. To contribute as required to the corporate working of the Department and the Council, both generally and with particular regard to the service needs of the Schools Service and Human Resources Departments.

6. To maintain an up-to-date knowledge of relevant legal issues and legal practice management matters.

7. To assist in the legal budget setting, time and cost recordings and charging, and budget monitoring as required.

8. To comply with all requirements of The Law Society and adhere to the principals of the LEXCEL practicing standard. To actively assist in the case and file management (civica) systems adopted by the legal service.

9. To assist the Professional Lead legal as required in the management of legal services and to contribute to the working of the legal services function, including the management of junior staff, when necessary.

DBS:

This position has a requirement for a Standard DBS Check.

If the role has access to government databases a BPSS check may be required - Because of the nature of the work involved, the post you are applying for is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) - This position may have a requirement for a Baseline Personnel Security check (BPSS).

Health and Safety Statement:

To co-operate with their employer and follow health and safety advice and instructions.

Equalities Statement:

To abide by the principles and practice of equality of opportunity as laid down in the Council's Equalities Policy

Welsh Language Requirement:

Welsh language skills are desirable

NOTE:

Notwithstanding the detail in this job description, the job holder will undertake such work as may be determined by the Manager from time to time, up to or at a level consistent with the 'Principal Responsibilities of the Job'.

PERSON SPECIFICATION

Do you think you're the right person for the role? Then, demonstrate you meet the following criteria in your application.

Experience

Essential

- Legal experience in employment law matters
- Excellent track record of building internal and external relationships
- Demonstrate a responsive and effective customer focused approach

Desirable

- Advocacy and litigation experience
- Supervision and support of subordinate staff

Knowledge

Essential

- A thorough knowledge of employment matters, procedure and practice

Desirable

- Good knowledge of Local Government structures and practice

Qualifications and Training

Essential

- Solicitor/Barrister or Fellow of the Institute of Legal Executive
- Possession of valid driving licence

Desirable

- Local Government experience is preferred but is not essential

Personal Qualities

Essential

- Highly organised and self- disciplined with an ability to work to deadlines and plan ahead
- Proactive in the application of legal skills to service the Council's objectives
- Good and clear communication, advocacy and negotiating skills
- Resilient and perceptive
- Strong commitment to Local Government and Public Service

Skills

Essential

- Excellent written communication skills
- Excellent interpersonal skills
- Ability to provide clear advice on complex matters

Desirable

- Ability to mentor and provide guidance to others

Welsh language skills are desirable

Recruiting manager: Debra Jones
17 April 2024

Our values:

Professional
Whatever role we play in the council, we act with professionalism and integrity

Positive
We take a positive attitude in all we do

Progressive
We take a proactive and responsible approach to planning for the future

Open
We keep each other informed, share knowledge and act with honesty and integrity

Collaborative
We work constructively and willingly on joint initiatives

How to apply

You will need to complete the online application, it's simple, just follow the process step by step.

Top tips:

- Read the Job Description and Person Specification carefully and evidence that you meet all of the essential criteria in your supporting statement.
- Sell yourself and where possible give examples
- List your qualifications that are relevant for the position, as detailed in the person specification.
- Ensure one of your referees is from your most recent employer or if this is your first job why not ask a school teacher or tutor, just ensure you know them at a professional level.
- Be honest Tell us about any gaps in your employment history

- Complete the application in full

Next steps

The closing date for applications is 04/12/2026
Once submitted we will email you to let you know we've received your application.
We will be shortlisting the applications on 08/12/2026. We will email you either way if you have been successful. So, keep an eye out in your inbox!

The interviews will take place on 16/12/2026.

We wish you luck with your application.