

Job Profile

Position Details	
Post	Trainee Solicitor
Service Area	Corporate Governance / Legal Services
Reports to	Training Principal
Grade	Scale 6
Job Family	Legal

Role Purpose
<p>To undertake training and gain practical experience in local government law prior to qualifying as a Solicitor.</p> <p>To move within Legal Services to learn the principles of professional conduct; practice professional skills; contribute towards the business objectives of Legal Services and the priorities in the Council's Corporate Plan and comply with the Law Society's training requirements. The areas covered will include seats from property, planning, contracts, litigation (civil and criminal) and social care.</p> <p>Fee earning member of staff are expected to provide assistance and support to officers/clients.</p>

Main Responsibilities
<p>To participate in and/or perform the following duties under instruction, supervision or guidance of a range of Legal Services Lawyers, as appropriate:-</p> <ol style="list-style-type: none"> 1. Prepare and draft various legal documents for approval including court documents, briefs to Counsel, statements, agreements, correspondence and advice notes. 2. Undertake general and specific research into legal matters and advise on the implications of legislative changes. 3. Accompany lawyers or Counsel to courts or tribunals, taking notes or undertaking other relevant duties and appear in the Magistrates, County Court or other courts, Tribunals/Inquiries where appropriate. 4. Draft reports for committees and accompany lawyers to or attend committee meetings, Member and officer briefings or other meetings as appropriate. 5. Assist with administrative and other duties within the purview of the post or Law Society training requirements. 6. Carry out the duties and responsibilities of the post with due regard to:- <ul style="list-style-type: none"> • The need to promote the Council's Corporate Plan and Directorate and Legal Services Objectives and standards; and • Professional accountability to the Assistant Director of Corporate Governance.

The post holder will follow the approved training programme prepared by Legal Services as appropriate from time to time in accordance with the requirements of the Law Society.

This position requires the postholder to undergo a Disclosure and Barring Service (DBS) check.

Generic Responsibilities
<ol style="list-style-type: none"> 1. Understanding, knowledge and ability to follow guidelines that ensures compliance with Health and Safety at Work, Data Protection and other statutory requirements. 2. Understanding and commitment to promoting and implementing the Council's Equal Opportunities policies. 3. Knowledge and experience of using IT. 4. To undertake any other temporary responsibilities aligned with the overall purpose and grade of the role.

Knowledge, Qualifications, Skills and Experience	Essential or Desirable
1. Ability to work under pressure and meet deadlines whilst handling a demanding and diverse workload.	Essential
2. Ability to make sound reasoned judgements and use initiative when faced with non routine situations or requests.	Essential
3. Ability to deliver excellent legal advice in an accessible, accurate, clear and precise way.	Essential
4. Ability to be flexible to meet team and business needs.	Essential
5. Ability to quickly grasp new areas of law and conduct legal research	Essential
6. Law Degree or CPE	Essential
7. Successful completion of Legal Practice Course	Essential
8. Good organisational skills – able to plan and manage own time and workload effectively ensuring that deadlines and timescales are met while maintaining accuracy and attention to detail.	Essential
9. Excellent oral and written communication skills	Essential
10. Commitment to providing a high quality service and personal accountability in all areas of work.	Essential
11. Strong IT skills with good knowledge of Word, Excel and database packages.	Essential
12. Commitment to self development and excellent customer service.	Essential
13. Proactive with strong influencing and negotiating skills with the ability to maintain effective, credible relationships.	Desirable

Main Contacts & Other Information

Main Contacts:

1. Courts and Tribunals
2. External Solicitors and barristers
3. Internal Council Officers
4. Other local authorities

Other Information

This position requires the postholder to undergo a Disclosure and Barring Service (DBS) check.

Additional Information

Please complete the additional information as fully as you can.

Supervision / Management of People				
Please indicate which group best describes the total number of staff the post holder is responsible for:				
None	Up to 5 staff	6 to 15 staff	16 to 49 staff	50 plus staff
✓				
Are the staff based at the same work location?				N/A
Will the post holder be responsible for contract / agency / project staff?				N/A

In the normal course of their duties would it be reasonable to expect the job holder to undertake, or be involved in, any of the following on a regular basis.

If Yes, please provide an estimate of the % of their working day this involves.

Work Environment					
Activity	Yes/No	% of working day	Activity	Yes/No	% of working day
Office duties.	Yes	100%	Use of a computer.	Yes	90%
Audio typing.	No		Crisis or conflict situations.	No	
Walking more than a mile.	No		Manual handling.	No	
Working alone or in isolation.	No		Working in confined spaces.	No	
Driving a car, van or minibus.	No		Preparing or serving food.	No	
Exposure to infectious diseases, e.g. Tuberculosis (TB) or Hepatitis B.	No		Working in awkward positions, e.g. stooping, bending, reaching.	No	
Exposure to substances hazardous to health, including lead, asbestos or radioactive substances.	No		Operating heavy or hazardous machinery including forklifts, diggers or cranes.	No	
Regular and repetitive movements.	No		Working shifts / unsocial hours, nights.	No	
Outdoor work involving uneven surfaces.	No		Standing or sitting for prolonged periods.	No	75%

Activity	Yes/No	% of working day	Activity	Yes/No	% of working day
Working shifts / unsocial hours / nights.	No		Working at heights / on ladders, roof work.	No	
Teaching, or responsibility for, children.	No		Outdoor work involving extremes of temperature.	No	
Electrical hazards.	No		Control and restraint.	No	

Resources – identify & list personal and identifiable accountability for physical and financial resources including those of clients:
Oyster card
Cash/Financial Resources - Is the post personally and identifiably accountable for the accurate handling / security of cash and cheques? If yes, specify the average amount controlled at any one time and the nature of the accountability:
Plant/Equipment - is the post personally accountable for the proper use / safekeeping of plant / equipment? If yes, please indicate the type(s) of plant/equipment and the nature of the accountability:
Laptop
Stocks/Materials - Is the post personally accountable for materials / items of stock? If yes, please indicate the type and approximate value and the nature of accountability:
Data Systems - is the post personally accountable for the use, manipulation and safekeeping of data systems whether manual or computerised? If yes please indicate the type of system(s) and the nature of the accountability, whilst explaining the importance of the data systems to the Council's operations:
Responsible for the safekeeping and accuracy of all data which is created, stored, used or accessed in line with GDPR and Council procedures.
Buildings - Is the post personally accountable for the proper use and safekeeping of buildings? If yes please indicate the type of building(s) concerned and the nature of the accountability: