Job Title

Legal Executive/ Solicitor/Barrister (Level 2) –Property  
Grade: 10

Our Vision

A county where big ambitions, great connections and greener living give everyone the opportunity to prosper, be healthy and happy

Our Outcomes

Everyone in Staffordshire will:

* Have access to more good jobs and share the benefit of economic growth
* Be healthier and more independent for longer
* Feel safer, happier and more supported in their community

Our Values

Our People Strategy sets out what we all need to do to make Staffordshire County Council a great place to work, where people are supported to develop, the Strategy to ensure that the focus is on what is important to the organisation and the people it serves:

* Ambitious – We are ambitious for our communities and citizens
* Courageous – We recognise our challenges and are prepared to make   
  courageous decisions
* Empowering – We empower and support our people by giving them   
  the opportunity to do their jobs well.

About the Service

Staffordshire Legal Services is a support service within the Corporate Services Directorate. It provides quality services, within resources, promoting Staffordshire County Council’s pursuit of excellence.

Staffordshire Legal Services also provides services to a range of external clients which are effective, customer friendly and provide value for money.

We endeavour to deliver by taking into account our customer commitments, our values and our individual targets.

Reporting Relationships

Responsible to: Team Senior (non-contentious)

**Responsible for:** Management of staff including WLR upon request

Key Accountabilities:

1. Delivery of moderately complex commercial conveyancing including drafting documents, advising clients (both internal and external to the County Council) and attending meetings.
2. Delivery of development and property projects including providing support to senior team members in relation to large or complex transactions.
3. Delivery to internal and external clients, to ensure that all tasks are completed effectively and on schedule.
4. Have a good understanding of County Council procedures.
5. To carry out such other duties as may reasonably be required.
6. Adherence to the Legal Services Unit’s quality standards (Lexcel) including time-recording and contributing to the process of securing re-accreditation as and when.
7. To undertake in-service training as required by the training plan and to participate in the in-service training of other staff.
8. To comply with employee’s health and safety responsibilities.

**POSITION OVERVIEW**

* The post holder must either be a Solicitor, or a Fellow of CILEX or be a qualified Barrister.
* Moderately complex legal case work relevant to length of experience/job requirements, requiring a good understanding of their area of specialism and the County Council’s and other client’s procedures and structures.
* Participate in the training and guidance of other more junior staff in the same team. Cover for other colleagues in same team during periods of holiday etc.

**Additional**

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| Driving Requirement | Yes |
| Car Allowance | Casual |
| Flexi time | Yes |

Professional Accountabilities:

The post holder is required to contribute to the achievement of the Council objectives through:

**Financial Management**

Personal accountability for delivering services efficiently, effectively, within budget and to implement any approved savings and investment allocated to the service.

**People Management**

Engaging with People Management policies and processes

**Equalities**

Ensuring that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

**Climate Change**

Delivering energy conservation practices in line with the Council’s climate change strategy.

**Health and Safety**

Ensuring a work environment that protects people’s health and safety and that promotes welfare, and which is in accordance with the Council’s Health & Safety policy.

**Safeguarding**

Commitment to safeguarding and promoting the welfare of vulnerable groups.

The content of this Job Description and Person Specification will be reviewed on a regular basis.

**Person Specification**  A = Assessed at Application

I = Assessed at Interview

T = Assessed through Test

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| **Minimum Criteria for Disability Confident Scheme \*** | **Criteria** | **Measured by** |
| **employer_small** | **Qualifications**   * Qualified solicitor, Barrister or a Fellow of CILEX with practicing certificate. | A |
| **employer_small**  **employer_small** | **Knowledge and Experience**   * A good understanding of County Council processes and procedures. * Ability to competently manage a case load of relevant complexity. * Demonstrate knowledge and understanding of the theory and principles underpinning the relevant field or discipline. * Utilise professional knowledge, combined with an understanding of council policy, to advise upon or determine the appropriate course of action. * Ability to work autonomously, planning and prioritising own workload, in order to achieve the goals, targets and responsibilities. * Understanding professional development and how to apply it in a dynamic and challenging environment. * Be able to provide analysis or explanations for others and translate complex technical or procedural understanding into appropriate language and/or information. * Understand how to persuade and negotiate in an assertive manner whilst being sensitive to the views of others. * Ability to analyse situations, determine problems and identify appropriate solutions. * Knowledge of project working and methodology. | All A/I |
| **employer_small** | **Skills**   * To be able to contribute to the team by supporting, influencing and motivating others. * Ability to work under pressure. * Ability to work on own initiative. * Customer focused with a solution driven approach. * Managing competing priorities. * Developing leadership skills.   This post is designated as a casual car user | All A/I |

**employer_small** If a disabled person meets the criteria indicated by the Disability Confident scheme symbol and provides evidence of this on their application form, they will be guaranteed an interview.

We are proud to display the Disability Confidence Symbol, which is a recognition given by Job centre plus to employers who agree to meet specific requirements regarding the recruitment, employment, retention, and career development of disabled people.

If you need a copy of this information in large print, Braille, another language, on cassette or disc, please ask us by contacting **Talent and Resourcing Team on 01905 947446**

**Shared Services on 01905 947446**