

Job Title Trainee Solicitor

Grade 7

Our Vision

An innovative, ambitious and sustainable county, where everyone has the opportunity to prosper, be healthy and happy.

Our Outcomes

We want everyone in Staffordshire to:

- Have access to more good jobs and share the benefit of economic growth
- Live in thriving and sustainable communities
- Be healthier and more independent for longer

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, flourish and contribute to our ambitious plans. Our values are at the heart of 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 the people of Staffordshire
- 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.

About the Role

The post holder will develop a working understanding of the law and practice relating to the legal areas covered within the training contract and will develop an overview of the work done by this public sector service.

The post holder will be responsible for progressing routine legal cases, using own initiative and must work well under pressure, meeting competing demands, and consistently maintaining a high standard of work.

With appropriate supervision, guidance and training, the post-holder will develop an ability to represent the relevant client department at all case-related meetings, so must have excellent written and verbal communication skills and have meticulous attention for detail. They must have a good standard of computer literacy and be confident in using IT and case management systems. They must be confident in handling sensitive data in accordance with policy and guidance.

Reporting Relationships

Responsible to: Deputy Legal Services Manager

Responsible for: N.A.

Key Accountabilities:

1. Work and gain experience in a range of litigious and non-litigious areas of Legal Services being based for approximately six months each in four of the various teams within legal services by agreement such may also be gained at other organisation (the teams are currently Contracts, Highways, Planning, Rights of Way, Property, Adult Social Care, Education, Litigation, Employment, and Child Care) to gain the skills associated with the practice and profession of a Solicitor.
2. To provide practical and effective legal advice and solutions to clients within the County Council and external to the County Council.
3. Draft briefs to Counsel for advice, prepare statements, court papers, agreements documents and affidavits for approval.
4. Appear in the Magistrates and County Court or other courts, Tribunals/Inquiries where appropriate and undertake hearings in chambers, initially in relation to undefended matters.
5. Accompany lawyers or Counsel to courts or tribunals, taking notes or undertaking other relevant duties as assigned.
6. Undertake legal research.

7. Draft reports for Cabinet, Committees and Panels as required, for approval and accompany lawyers to, or attend, Cabinet, Committee and Panel meetings, Member and officer briefings or other meetings as appropriate.
8. To maintain confidentiality and observe information security, data protection and associated guidelines where appropriate.
9. To use information technology and associated systems in accordance with County Council policies.
10. To carry out the duties and responsibilities of the post in compliance with the County Council's equal opportunities policies.
11. To understand and comply with the County Council's environmental policies.
12. To co-operate with the council in complying with relevant health and safety legislation, policies and procedures in the performance of the duties of the post.
13. To carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post.

Other Information

This post is designated as a casual car user.

This post has no political restriction.

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

Minimum Criteria for Disability Confident Scheme*	Criteria	Measured by
	Qualifications <ul style="list-style-type: none"> 2:1 Law degree or other degree in accordance with the qualification pathway Completed or enrolled on a Legal Practice Course (LPC) Completed SQE1 and enrolled on SQE2 	Q A A
	<ul style="list-style-type: none"> Ability to carry out effective research, analysis and reporting back Ability to building effective relationships with clients and team members Good verbal and other communication skills Creative problem solving skills Commitment to use of plain English and evidence of plain English skills. 	All A/I
	Skills <ul style="list-style-type: none"> Ability to plan workload and meet deadlines Understanding of confidentiality and ability to work sensitively as required Proactive, positive and enthusiastic approach Ability to persuade Word processing skills using Word for Windows Demonstrable interest in the public sector Driving Licence and Ability to travel in Staffordshire Political awareness Professional appearance and manner 	All A/I

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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 & Resourcing Team 01785 278300