

Job Title

Senior Solicitor/Legal Executive/Barrister (Level 1) –
Property
Grade: 11

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 (Contentious)

Responsible for: Management of staff including WLR upon request

Key Accountabilities:

1. Provide complex legal advice to clients (both internal and external to the County Council) within own specialism(s).
2. To undertake other legal work as may be reasonably required.
3. To undertake legal input into strategic legal advice, appreciating and working within a multi-disciplinary environment.
4. To ensure consistency of quality of service and risk balanced advice, within timescales agreed by clients, with particular emphasis on driving the commercial agenda forward as directed and supporting other colleagues to do so if required.
5. To undertake relevant project work as required by the work stream and to assist team seniors and the senior management team as directed.
6. Supervision of junior staff (upon request) including by way of formal supervision as requested.
7. Adherence and securing 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.
8. To undertake training delivery from time to time as required.
9. To comply with employee's health and safety responsibilities.

10. Contribute positively to Legal Services' marketing and selling services commercial activities.

11. To carry out such other duties as may reasonably be required.

POSITION OVERVIEW

- The post holder must either be a Solicitor, or a Fellow of CILEX or be a qualified Barrister.
- Very complex legal case work requiring a very good understanding of their area of specialism and the County Council's and other client's procedures and structures.
- Complexity can be depth of knowledge required or experience of working within a diverse legal environment, for example organizing/working with other professionals, courts, witnesses and external stakeholders.
- The post holder must have a minimum of 4 years post legal qualification experience in a relevant legal environment together with at least 2 years' experience of passing work to other fee earners to complete in relation to their own case files.
- This post can entail the supervision of other staff (upon request) by way of providing support and appropriate cover (within Grade) for staff above this grade. The post holder will therefore provide formal training and guidance for more junior fee earners and also undertake workload reviews (on request).
- The post holders may be required to undertake MPC's (or equivalent) and return to work interviews.
- The post holder must have a commercial awareness and behaviors applied to the mixed range of clients. The requirement for non-fee earning work is anticipated to be limited and accordingly the normal expectation for this post is for a 1350 FTE fee earning target

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"> Qualified solicitor with practicing certificate or equivalent. 	A
 	Knowledge and Experience <ul style="list-style-type: none"> Experience of supervising professional staff. An excellent understanding of County Council processes and procedures. 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/T
	Skills <ul style="list-style-type: none"> 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. <p>This post is designated as a casual car user</p>	All A/I/T



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 01785 278300**