Job Title

Legal Executive/Solicitor/Barrister (Level 1) – Property  
Grade: 9

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 / DLSM (Property and Development)

Responsible for: (Not applicable)

**Position Overview**

The post holder must have qualified as a Solicitor, or a Fellow of CILEX (and therefore eligible to be called a ‘Legal Executive’), or be a qualified Barrister. The post holder will undertake reasonably complex legal case work relevant to length of experience/job requirements and the workload must be clearly and consistently in excess of the general level of complexity dealt with at Lawyer 4. Full case load/chargeable hours target (i.e. 1350 hours for a FTE). There is no minimum requirement for additional post qualification experience over and above that entailed in obtaining the requisite legal qualification for the post. The post holder must however have a reasonable understanding of County Council procedures and will normally require significantly more supervision and professional support than Lawyer 6 (particularly initially). In the absence of exceptional circumstances, the post does not entail any formal supervision responsibilities in respect of other team members and the post holder will therefore not be responsible for carrying out any workload reviews, or MPCs, or return to work interviews. However, the post holder will be expected to (firstly) pass on some work elements of their own case files to other fee earners where this can be achieved with minimum support and assistance and (secondly) 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.

**Key Accountabilities**

1. To undertake conveyancing for all Directorates of the County Council, in particular commercial conveyancing transactions with regard to the sale, development, leasing and compulsory purchase of land and property which is either surplus to the County Council’s requirements, or which have been acquired and created to promote economic development within the County Council’s administrative area.

**2.** To, if required (i.e. if the Team Senior Legal Executive has insufficient capacity) undertake routine to moderately complex commercial property transactions for the County Council’s Pension Fund property portfolio and to also provide support for the Team Senior Legal Executive in relation to large or complex Pension Fund transactions.

**3.** To provide general legal advice on real property matters for all Directorates of the County Council.

**4.** 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.

6. To comply with employee’s health and safety responsibilities.

7. Such other duties as may reasonably be required, including complaint investigations.

**Additional**

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| Driving Requirement | Yes |
| Car Allowance | Casual |
| Worker type | Initially Flexible |
| 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**   * Newly qualified Solicitor with practicing certificate or equivalent as per job description. * Complex work relevant to length of experience. | A |
| **employer_small**  **employer_small** | **Knowledge and Experience**   * Basic understanding of County Council processes and procedures. * Ability to competently manage full case load of complexity. * Ability to provide expertise to directly advise, guide or support operations. * Ability to contribute by supporting or influencing through others. * Must know and understand the theory and principles underpinning the relevant field or discipline. * Ability to use 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. * Ability to provide analysis or explanations for others and translate complex technical or procedural understanding into appropriate language and/or information. * Ability to be persuasive, assertive and sensitivity to others views. * Ability to think within substantially diversified, established procedures, standards and/or precedents. * Ability to analyse situations, determine problems and identify appropriate | All by A/I |
| **employer_small** | **Skills**   * Ability to work under pressure. * Ability to work on own initiative. * Flexible, innovative and persuasive approach. * Customer focused, with solutions driven approach. | 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 **Liberata Employee Services Team on 01905 947446**

**Shared Services on 01905 947446**