

Job Title:	Trainee Solicitor
Reports to:	Training Principal/Senior Lawyer
Department:	ORBIS Public Law
Section:	Legal Services

Purpose of the Job

To assist in the provision of legal services to the County Council and public sector partners.

Principal Accountabilities

1. To provide legal and administrative support to the lawyers working in the team, including taking conduct of cases (under the supervision of a lawyer).
2. To ensure that the Senior Lawyer or any other lawyers working within the department (where appropriate) are at all times adequately informed of matters being dealt with by the post-holder and to assist as required with arrangements for monitoring the progress of the work.
3. To act upon instructions to carry out the objectives of client departments, utilising the post-holders skills, expertise and knowledge to full and lawful effect.
4. To advise client departments of legal and other consequences of proposed courses of action, so as to enable them to give or modify instructions effectively.
5. To undertake casework as required; particular areas of law may be assigned to the post but it is essential that the post holder should be able and willing to carry out a variety of legal work.
6. To prepare documentation such as witness statements, applications and bundles in connection with litigation cases, and draft agreements and other legal documents in non-contentious cases.
7. In appropriate cases, to represent the Council or specifically Legal Services, at meetings, hearings and tribunals, including providing advocacy and case management.
8. To participate in and contribute to the range of Departmental-wide activities and to look for and take up opportunities to develop a good understanding of how the Council operates.
9. To undertake available training opportunities and show a commitment to continuous development, to maximise your potential and ensure the efficient and effective delivery of County Council services.

10. To maintain a training record and adhere to any other SRA requirements of trainee solicitors. By the end of the training contract to have had sufficient experience, and demonstrated the range of skills and ability required, to enable qualification as a solicitor.
11. To participate in the development of quality systems for Legal Services and in particular the retention of accreditation under the Law Society's Practice Management Standards (Lexcel).
13. To undertake any other duties commensurate with the grading of the post as deemed necessary by Training Principal.

General Accountabilities

To co-operate in the implementation of the council Health and Safety policy

In particular: as set out in section 4.5 of the Health & Safety Policy:

- To take due care of their own health and safety and that of others, who may be affected by their acts and mistakes at work
- To use equipment according to instructions
- To ensure that they do not use facilities and equipment recklessly or interfere with the safe use of equipment, materials or systems
- To report any unsafe act, or condition, any accident or incident according to Health and Safety Policy

To uphold and carry out the duties of the post with due regard to the City Council's Equalities and Equality in Employment Policies.

Your duties will be as set out in the above job description but please note that the Council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.

The list of duties in the job description should not be regarded as exclusive or exhaustive.

There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

BRIGHTON & HOVE CITY COUNCIL

PERSON SPECIFICATION

Job Title:	Trainee Solicitor
Reports to:	Training Principal/Senior Lawyer
Department:	Strategy Governance and Law
Section:	Legal Services

Essential Criteria

Job Related Education, Qualifications and Knowledge	<ul style="list-style-type: none">• University Degree (at least a 2:1)• LPC qualified• Enrolled with the SRA as a student
Experience	<ul style="list-style-type: none">• Experience of working in a legal practice
Skills and Abilities	<ul style="list-style-type: none">• Ability to communicate orally clearly and confidently• Ability to communicate in writing clearly and accurately• Excellent analytical skills• Excellent legal research skills• Good self-management skills• Willingness to work flexibly and to adapt to a changing environment• Able to contribute to the work of a team and to work well with both legal and support staff• High level of IT literacy• Ability to learn effectively and put learning into practice quickly• Able to contribute to Legal Services' positive image• Committed to working in a local government environment
Equalities	<ul style="list-style-type: none">• Good understanding of equality issues in the workplace
Other Requirements	<ul style="list-style-type: none">• Ability to travel both within and outside Brighton & Hove as required