# EAST SUSSEX COUNTY COUNCIL JOB DESCRIPTION

# JOB TITLE: Solicitor

# DEPARTMENT: Governance Services

# LOCATION: County Hall, Lewes

# GRADE: [Local Managerial Grade 1/2](https://new.eastsussex.gov.uk/jobs/benefits/local-managerial-grades)

# RESPONSIBLE TO: Senior Solicitor

# Purpose of the Role:

To provide a high-quality legal service to client departments, the County Council and contracted public bodies, to enable them to implement decisions within the law and to protect the county Council against prosecution and challenge.

# Key tasks:

1. To act upon instructions to carry out the objectives of client departments, utilising the post-holders skills, expertise and knowledge.
2. 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.
3. To notify the Senior Solicitor of any instructions or events that would result in a breach of any legislation, common law, standing order or rule of propriety or would constitute a course of action amounting to maladministration.
4. To review the general activities of the Council in the areas of law and practice that may be assigned to the post and to consider and propose alternative or different courses of action to ensure effective implementation of client proposals or achievement of objectives or resolve client problems and/or to ensure best practice within the Legal Services Team, particularly in the light of changes of developments in the law.
5. To undertake casework across a range of legal services provided by the Department as required; particular areas of law may be assigned to the post, but it is essential that post holder should be able and willing to carry our a variety of legal work in support of an effective legal services team. The post-holder may be required to give advice to Members/ Committees.
6. To ensure all work is carried out to the standards required by arrangement with the client and by any policy or practice management standards adopted.
7. To be aware of the cost to the client of individual activities. To make reasonable estimates of likely costs to clients for the effective implementation of instructions and to advise the Senior Solicitor in the event that such estimates are agreed where fixed costs are likely to be exceeded.
8. To participate in the appraisal process currently in place and to participate in training and development activities identified as a result of that process.
9. To ensure that the Council’s equalities and health and safety policies are observed.
10. 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.
11. Undertake any other tasks commensurate with the grading of the post.

**For progression to LMG2:**

1. Lead meetings/team discussions to solve problems and implement solutions
2. Advise, guide and train less experienced staff effectively
3. Undertake a complex caseload with minimum supervision

Please note that the above grades are not linked and therefore it is not possible to automatically progress through the Solicitor grades. Grade will be determined by the level of business need, the tasks undertaken and essential criteria that have been met upon appointment to the role.

This job description sets out the duties of the post at the time when it was drawn up.  Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed.  Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

# EAST SUSSEX COUNTY COUNCIL PERSON SPECIFICATION

# Essential key skills and abilities

|  |
| --- |
| These criteria will be assessed at the application and interview stage |
| * The ability to provide prompt and accurate legal advice * Clarity in both written and oral communications * The ability to communicate effectively with a diverse range of personnel/organisations * Negotiating and drafting skills * The ability to analyse factual situations, research the relevant law and apply it * The ability to work effectively with elected members   **For LMG2:**   * Ability to draft complex and unusual documentation * Ability to explain legal documentation to clients, including non-specialists |

# Desirable key skills and abilities.

|  |
| --- |
| These criteria will be assessed at the application and interview stage |
| * Good understanding of Local Government practice and procedure |

# Essential education and qualifications.

|  |
| --- |
| These criteria will be evidenced via certificates, or at interview |
| * Practising Solicitor or Barrister |

# Essential knowledge

|  |
| --- |
| These criteria will be assessed at the application and interview stage |
| * Knowledge of the law and practice relating to Property Law |

# Desirable knowledge

|  |
| --- |
| These criteria will be assessed at the application and interview stage |
| * Knowledge of democratic and political aspects of local government |

# Essential experience

|  |
| --- |
| These criteria will be assessed at the application and interview stage |
| * Ability to demonstrate experience of conducting own caseload within defined areas of legal practice. * Advocacy experience   **For LMG2:**   * Experience of mentoring or guiding legal staff |

# Desirable experience

|  |
| --- |
| These criteria will be assessed at the application and interview stage |
| * Recent local government experience. |

# Other essential criteria

|  |
| --- |
| These criteria will be assessed at the application and interview stage |
| * The ability to work within a team and when necessary independently. * The aptitude to embrace new areas of law and concepts so as to develop specialist skills further. * Committed to equal opportunities. * Ability to meet the travelling requirements of the role |

# Other desirable criteria

|  |
| --- |
| These criteria will be assessed at the application and interview stage |
| * The ability to adapt to changing work practices and the challenges presented by shared services and change in local government |

**Date (drawn up): November 2014, modified January 2022**

**Name of Officer(s) drawing up person specifications: RM**

**Job Evaluation Reference: JE5413**

Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

| **Function** | **Applicable to role** |
| --- | --- |
| Using display screen equipment | Yes |
| Working with children/vulnerable adults | No |
| Moving & handling operations | No |
| Occupational Driving | No |
| Lone Working | No |
| Working at height | No |
| Shift / night work | No |
| Working with hazardous substances | No |
| Using power tools | No |
| Exposure to noise and /or vibration | No |
| Food handling | No |
| Exposure to blood /body fluids | No |