

## **JOB DESCRIPTION**

<b>Directorate:</b>	MON – Monitoring Officer Directorate
<b>Division:</b>	Legal Services
<b>Post No &amp; Job Title:</b>	L76 - Senior Solicitor (Planning, Property, Contracts and Procurement).
<b>Grade:</b>	12
<b>Responsible to:</b>	Principal Solicitor (L9)
<b>Responsible for:</b>	No direct responsibility for staff
<b>Main purpose of the job:</b>	The post holder is responsible for providing legal advice and effective delivery of Legal Services with a particular focus on Planning, Property, Contracts and Procurement functions

### **Main Duties and Responsibilities:**

1. To provide accurate and timely legal advice on Planning, Property and all other non-contentious work including Contracts and Procurement to internal officers and Members as necessary. To ensure the Council acts lawfully and within its agreed Constitution, in particular on Planning, Property, Contracts and Procurement matters.
2. Attend the Council's Planning Committee as the legal advisor to the Committee and to attend and represent the Council at various meetings, Committees, Cabinet or full Council where required by the Principal Solicitor in order to provide a legal or governance advice and advice on interest issues, as may arise.
3. To deputise for the Principal Solicitor as necessary.
4. To provide necessary legal comments and advice on Committee, Cabinet, full Council reports within the required Committee deadlines to ensure the democratic services deadlines are achieved.
5. To consider and deal with all instructions relating to the Economic Development and Levelling Up instructions including but not limited to drafting/advising on contracts, conducting searches, general enquiries and investigation of title and represent Legal Services at the group meetings.
6. To consider and undertake all instructions relating to the Housing Delivery Plan including but not limited to drafting reports on title, conducting searches and investigation of title, purchase of commercial properties and represent Legal Services at the group meetings.
7. To provide advice and support to junior and less experienced legal staff and any other

less experienced legal staff and assist with their training requirements.

8. To advise on the vires, legality and prudence of the Council's commercial transactions including the drafting and advising on renewal of contracts. To ensure advice on implications and risks of entering contracts are fully understood and that the interests of the Council are protected. Ensuring compliance with Financial Regulations rules, as set out in the Council's Constitution are fully adhered to.
9. To represent the Council on such outside bodies as required in support of the Principal Solicitor, including joint committees and private companies which may from time to time be owned by the Council and promote good external relations, effective partnership working and a positive image of the Council.
10. To fully utilise the legal case management system and ensure it is fully embedded to continuously modernise the service through effective case management.
11. To undertake performance of the day to day Legal Services work, including contentious instructions as required, to support service delivery, implementation of business plans, personal action plans and professional standards in accordance with the Council's policies and corporate goals., To advice and represent as necessary on litigious matters on behalf of the Council in the Magistrates and County Court, If necessary to support service delivery.
12. To assist the Head of Legal in delivering an efficient electoral service which complies with electoral legislation and meets the performance standards set by the Electoral Commission for electoral registration and elections.
13. To support and advice as necessary on Governance and constitutional issues including processing and assisting with Code of Conduct complaints and investigations, as necessary
14. To maintain continual development training and experience in order to retain a full practicing certificate to be able to practice as a Solicitor.
15. To promote and maintain proficiency in the full functionality of the Council's ICT systems Undertake training and development appropriate for the role, to meet professional requirements in accordance with the Personal Appraisal Plans.
16. Ensuring the compliance with the Council's Equal Opportunities Policy throughout working practices.
17. As a term of your employment you can be required to undertake such other duties commensurate with your grade and/or hours of work, as may reasonably be required of you

**DESIGNATED CAR USER**

A car user status has been attached to this post.

**SPECIAL CONDITIONS**

Duties will include attendance at evening meetings and/or work outside normal office hours.

**RESTRICTIONS**

This is a politically restricted post.

This post is not subject to exemption with reference to the Rehabilitation of Offenders Act 1974.

**NOTE**

The above job description sets out the main responsibilities of the Senior Solicitor but should not be regarded as an exhaustive list of the duties that may be required and will be subject to review.

All employees are expected to maintain a high standard of service delivery and to uphold the Council's policies in accordance with equality and diversity standards, and health and safety standards, and to participate in training activities necessary to their job.