

JOB DESCRIPTION

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| Directorate: | MON – Monitoring Officer Directorate |
| Division: | Legal Services |
| Post No & Job Title: | Principal Solicitor (L9) |
| Grade: | Grade 15 |
| Responsible to: | L5 - Head of Legal Services (Deputy Monitoring Officer) |
| Responsible for: | Senior Solicitors (L76 and L71), Solicitor (L8), Legal Officer (L73) and Paralegal (L74) |
| Job Objectives: | The post holder is responsible for providing legal advice and effective delivery of Legal Services, to support all the Council functions through management of the Legal Services team. |

Main Duties and Responsibilities:

1. To provide accurate and timely legal advice on legal issues including complex Contracts, Procurement and other areas of complex non-contentious work (where required) to internal Officers, General Management Team and Members as necessary. To ensure the Council acts lawfully and within its agreed Constitution, in relation to all non-contentious matters with limited or no supervision, instructing Counsel or external Solicitors where appropriate.
2. To manage, guide and supervise the staff within the department in an efficient and effective manner in the performance of the day to day Legal Services work, implementation of business plans, personal action plans and professional standards in accordance with the Council's policies and corporate goals, including recruitment of staff.
3. To assist with the delivery of legal services within the Council to include a contribution to reviewing and re-shaping service delivery to ensure effective deployment of resource on a daily basis. To provide assistance to the Head of Legal with regards to delegation of work activities to members of the legal section and the sourcing of suppliers for the provision of legal services through the development of appropriate contract specifications.
4. To provide positive and dynamic leadership for the management and development of the team by conducting monthly 121s, managing leave requests in line with service demands, continually review performance management to ensure employees are valued and motivated.
5. To deputise for the Head of Legal as necessary.

6. To represent, advise and be the primary point of contact on behalf of the Council on such outside bodies as required, including Joint Committees and any arm's length 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. To deal with legal issues arising from such meetings.
7. To ensure full implementation of the legal case management system is embedded by ensuring the staff are fully utilising the system to continuously modernise the service through effective case management reporting. To ensure the system correctly captures all KPI data for the purposes of performance management.
8. To manage, allocate and monitor the effective and timely handling of all legal instructions. To hold regular service review meetings with service users and to regularly review Service Level Agreements to ensure Legal Service are meeting the ever-changing needs of the Council.
9. To guide, advice and supervise all the legal staff in the department and provide the necessary training to ensure the delivery of quality legal advice including supporting the team with complex non-contentious and contentious matters.
10. To attend and represent the Council at the Planning Committee as and when required and other various meetings, Committees, Cabinet or full Council if required by the Head of Legal in order to provide a legal or governance advice as may arise
11. To assist the Head of Legal with providing necessary legal comments and advice on Committee, Cabinet, full Council reports, within the required Committee deadlines.
12. To interpret both existing and proposed new legislation, Government guidance and case law, identify and recommend necessary changes to procedures and Council policies and to provide necessary training if required. To carry out legal research on specialist cases and analyse and solve complex problems.
13. 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.
14. To embed risk management effectively into all areas of service delivery including integration within service plans and to assist with and where necessary and relevant to your service area of control, manage all risks including entry into, updating and maintenance of those specific and corporate entries of the Strategic Risk Register
15. To support and advice as necessary on Governance and constitutional issues including processing and assisting with Code of Conduct complaints and investigations, as necessary.
16. Act as the Law Society's/Solicitor Regulation Authority training principal in respect of any Legal Trainee or equivalent.

17. To provide training and sharing of best practice and learning across the Council.
18. To maintain continual development training and experience in order to retain a full practising certificate to be able to practise as a Solicitor.
19. Assist the Head of Legal with the requirements of the Regulation of Investigatory Powers Act 2000, advising Council Officers on application and use of such powers and on inspections. To produce an annual report informing Members on the Council's use of these powers. To review the policy for Member approval and provide training to Officers annually.
20. Ensuring the compliance with the Council's Equal Opportunities Policy throughout working practices and staff recruitment exercises.
21. 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 may include attendance at evening meetings and/or work outside normal office hours.

RESTRICTIONS

This is a politically restricted post.

This post is subject to exemption with reference to the Rehabilitation of Offenders Act 1974.

NOTE

The above job description sets out the main responsibilities of Principal Solicitor but should not be regarded as an exhaustive list of the duties that may be required. As duties and responsibilities change and develop the job description will be reviewed and be subject to amendment in consultation with the post holder during the Personal Development Review process.

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.