



Role Profile

Job Title: Trainee Solicitor	Role Profile Number: P/A
Grade: L - M Salary: £20,560 - £27,938	Date Prepared: February 2022
Directorate/Group: Resources – Legal	Reporting to: Training Lead within the Legal Department
Structure Chart attached:	No

Job Purpose

- To assist as part of the legal team to provide legal service to members and officers of the Council in terms of legal advice and legal documentation and assistance to members and officers of the Council at all levels and other clients of the Legal Department.
- To develop competent knowledge and be able to offer legal advice in at least one area of law which will be agreed as a specialism for the training contact. Those areas are Adult, Childcare and Education law; Commercial Contracts; Litigation (civil, criminal, public and employment); Local Government, Procurement and Information Governance; Planning, Property and Housing;
- To offer legal advice in the chosen area of law upon the functions, duties, powers and statutory responsibilities of the clients of the Legal Department.
- To competently conduct and manage cases
- To attend, as required by the chosen area of law, at tribunals, courts, meetings of the council (to include committees, cabinet and panels) and to develop the skills and ability to advise our instructing offices and members at all such meetings.
- To complete the training to become a qualified solicitor either through the two year period of recognised training or a completion of two years qualifying work experience and the Solicitors Qualifying Exams to include all training courses and records of work based training to meet the requirements of the SRA

Key Accountabilities

The role holder, in respect of the area of law(s) chosen at the commencement of the role, will

- Develop their skill and knowledge base of their area in line with the person specifications relevant to the team within legal that they are training within at the relevant time.
- Work to increase their knowledge and experience and it is expected the level of supervision will decrease after the first year of the role.

- Under supervision provide accurate, succinct and timely legal advice, representation
- Research legal questions and to solution problems through analytical ability and thorough research arising from the work of the Council or its components or associated public bodies and convert that into legal advice for the client as necessary
- Consider documents and other evidence provided by the client department and other parties
- Under supervision draft and amend legal documents and correspondence
- To use the case management system, templates and the processes and procedures put in place within the department
- To understand and knowledge of the client functions, delegations, decision making processes.
- To keep updated of, and to ensure implementation and adherence to, legislation, regulation, case law, codes of practice and policy relating to relevant areas of work
- Ensure compliance with Council policies and procedures, and client practices, as may be applicable.
- To take all reasonable steps to ensure appropriate confidentiality including the encryption and redaction of documentation and utilisation of electronic resources
- To actively participate in team meetings, information briefings and staff events
- To annually complete the Council's Data Protection Act and Freedom of Information Act and in equality and diversity training and other mandatory training as directed by the Legal Management Team and/or the Chief Legal Officer;
- To promote equality and diversity best practice in all areas of work;
- To protect the reputation of the Council
- To promote the development and maintenance of the highest professional standards throughout the work and service of the Council and to contribute towards the development of the team
- To carry out other duties as required from time to time by the Legal Management Team and /or the Chief Legal Officer;

Supplementary Accountabilities

- To engage with the supervision and monitoring arrangements and to ensure that the supervising lawyer is at all times adequately informed of matters being dealt with by the post-holder
- Be able to attend evening meetings and be able to work outside the Council's normal hours in order to contribute to meetings, attend committee, prepare for hearings and respond to any need for urgent legal work

Knowledge & Experience

Candidates must have substantial knowledge and experience in the following areas of business and will be required to provide evidence of this:

- An aptitude, experience or desire to engage in the selected area(s) of work and in representing the council in the corresponding meetings, panels, hearings and committees.
- Ability to work to tight deadlines and to work in a pressurised environment

- Strong communication skills and ability to offer clear and concise legal advice and argument verbally and in writing tailored to the audience.
- Ability to follow guidance, to function independently, and take responsibility for your own work and decision making
- Excellent computer skills and a knowledge of case management systems
- Able to work as part of a team

You would benefit from:

- A knowledge and understanding of drafting and amending legal documents
- An understanding of the framework of local government and a commercial acumen and understanding of the commercial and community impact of the nature of work undertaken would be desirable.
- Experience of working in Local Authority, legal or court environment
- Attendance at hearings and experience of advocacy.
- An understanding of the delegation of work within a legal environment

Qualifications

- Degree achieved with a second class honours 2(1) or above
- Completion prior to the commencement of the role of either the Legal Practice Course or the Solicitors Qualifying Exam 1 and be suitable and willing to complete the Solicitors Qualifying Exam 2 within the first year of the role.
- The post holder must be suitable for admission on to the authorising body, currently the SRA, and be able to obtain a practicing certificate as a qualified solicitor upon completion of the training and not be barred from doing so.

Decision Making

As relevant to the stage of training the post holder will, subject to experience and supervision:

- Take a greater autonomy over their work and overtime they will undertake cases and give advice with reduce supervision.

<p><u>Job Scope</u></p> <p>Number and types of jobs managed</p> <ul style="list-style-type: none"> • 0 • <p>Typical tasks supervised/allocated to others</p> <ul style="list-style-type: none"> • To supervise and mentor other members of the Legal Team, as and when required. 	<p>Budget Holder</p> <p>Responsibility</p> <p>Asset Responsibility:</p>	<p>No</p> <p>No</p>
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Contacts and Relationships

(how the role relates to the work of others i.e. officers, groups, committees, general public, members, partner organisations, internal and external contacts of the council)

- Internal Client departments, including officers at all levels, including Director level
- Elected Members
- External parties, as and when required in the course of your duties.

Other Key Features of the role

(working environment / emotional / conditions i.e. regular outside work, unpleasant or hazardous conditions, practical demands such as standing, carrying or working in constrained positions, potential verbal abuse and aggression from people, or risk of injury).

Employee Signature:	Print Name:
Date:	
Line Managers Signature:	Print Name:
Date:	