JOB OUTLINE	
JOB TITLE: Solicitor - Litigation	**JET CODE: 6466**
SERVICE: Legal	
DIVISION: Governance	
REPORTING TO: Principal Solicitor - Litigation	
RESPONSIBLE FOR: N/A	

JOB PURPOSE:

To provide comprehensive legal advice and assistance to the Council in a wide range of statutory Local Authority functions.

MAIN DUTIES:

Provide legal advice and assistance at all levels of the Council, to its Officials and, on occasions, to its Members on all matters relating to Local Authority functions.

Provide legal advice and assistance on all matters relating to local authority functions, including, Employment Law, Public housing Law, Social Work Law and Child Protection including Adoption, Education and Permanence.

Provide and assist in the provision of training to client Departments, Council Officials and, on occasions, to Members on new and anticipated legislation.

Liaise with outside agencies on behalf of the Council, e.g. the Police, other Local Authorities, solicitors and external advisers.

Represent the Council at meetings with outside bodies/parties and where appropriate negotiate outcomes favourable to the Council.

Represent the Council in the Sheriff Court and various Tribunals.

Represent the Council at Employment Tribunal.

Instruct representation in the Court of Session.

Act as Clerk of Sub Committees dealing with a variety of Council functions/decision making.

Maintain close liaison with service users and ensure that they are regularly informed in relation to the work being carried out on their behalf.

Inform the Principal Solicitor - Litigation of any difficulties that arise, of whatever nature, in relation to the work of the team, either within the team or in relation to work carried out by the team for service users.

Any other appropriate duties, as requested by Management, commensurate with the grade for the post.

ESSENTIAL REQUIREMENTS FOR THIS ROLE

Qualifications/Experience:

- The Jobholder must hold a Degree in Scots Law and a Postgraduate Diploma in Legal Practice or equivalent. They must be admitted as a solicitor by the Law Society of Scotland and hold a Practising Certificate as a solicitor issued by the Law Society of Scotland with an in-depth understanding of Employment Law.

Disclosure Scotland:

- This role requires **Standard Disclosure Clearance.** ELC will submit a Police Act Disclosure application on behalf of the preferred candidate and receipt of the subsequent certificate will be **required prior to commencement**.

Scottish Social Services Council:

- None

PERSON SPECIFICATION		
Attributes	**Essential**	**Desirable**
Education, Registration & Training	A Degree in Scots Law and a Postgraduate Diploma in Legal Practice or equivalent. Admitted as a solicitor by the Law Society of Scotland. Hold Practising Certificate as a solicitor issued by the Law Society of Scotland. This role requires **Standard Disclosure Clearance.** ELC will submit a Police Act Disclosure application on behalf of the preferred candidate and receipt of the subsequent certificate will be **required prior to commencement.**	
Previous Experience (Paid & Voluntary Work)	Extensive relevant post-qualifying experience. Experience of Employment Law, Public Housing Law, Social Work Law and Child Protection including Adoption, Education and Permanence. Experience of court and/or tribunal appearances and preparation of written pleadings.	
Knowledge/ Skills /Competencies	Effective interpersonal verbal and written communication skills. Effective organisational and time management skills.	
Personal Qualities	Adaptability Ability to use own initiative. Ability to work under pressure and meet deadlines. Ability to work flexibly as part of a team.	

	Ability to develop effective relationships with stakeholders. Ability to maintain confidentiality relating to sensitive or personal matters.	
Council Behaviours	We are Person Centred We Initiate and Embrace Change We Strive to be the Best we can be We make things Happen We work Together	