JOB OUTLINE	
JOB TITLE: Principal Solicitor (Commercial)	**JET CODE: 7447**
DIVISION: Council Resources	
SERVICE/BUSINESS UNIT: Council Support - Governance	
REPORTING TO: Service Manager - Governance	
RESPONSIBLE FOR: Commercial and Property Solicitors within the Legal Team	

JOB PURPOSE:

To provide comprehensive legal advice and assistance to the Council in a wide range of statutory Local Authority functions and to line manage the Commercial and Property Solicitors within the Legal Team.

MAIN DUTIES:

Provide legal advice and assistance at all levels of the Council, to its Officials and, on occasions, to its Members.

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

Act for and advise the Council in respect of one of the following specialities:-

- Property/construction projects (including Public Private Partnership (PPP) projects) and negotiate complex contracts.
- Undertake complex Conveyancing, Section 75 Planning Agreements and Lease transactions, including responsibility for instructing and settling of transactions.

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.

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 Service Manager – Governance 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.

Provide line management and professional supervision to Senior Solicitors, Solicitors, Trainee Solicitors, etc. including a range of Human Resource practices, e.g. involvement in discipline/grievance, recruitment and selection, absence management, PRDs, etc.

Work effectively within the political dimension.

Promote the transfer of skills, knowledge and understanding to staff, internal customers and suppliers wherever possible

Develop and maintain good working relationships with suppliers and internal customers whenever possible.

Take reasonable care of health and safety and co-operate with management to enable compliance with the Council's health and safety rules and legislative requirements.

Undertake such personal training as may be deemed necessary to meet the duties & responsibilities of the job.

Promote the Council's vision and values and a corporate culture that is positive, customer focussed and supports employee engagement to the highest standards.

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

ESSENTIAL REQUIREMENTS FOR THIS ROLE

Qualifications/Experience:

- Degree in Scots Law and Postgraduate Diploma in Legal Practice or equivalent. Admitted as a solicitor by the Law Society of Scotland. Hold Practicing Certificate as a solicitor issued by the Law Society of Scotland.

Disclosure Scotland:

- This role requires **Standard Disclosure Clearance** to allow access to the Public Sector Network**.** 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	Degree in Scots Law and Postgraduate Diploma in Legal Practice or equivalent. Admitted as a solicitor by the Law Society of Scotland. Hold Practicing Certificate as a solicitor issued by the Law Society of Scotland. Standard Disclosure check is an essential requirement of this post.	CMI3 or relevant Management qualification.
Previous Experience (Paid & Voluntary Work)	Extensive relevant post-qualifying experience. Experience of one of the following:- Construction/property/lease projects including Private Finance Initiative (PFI) and Public Private Partnerships (PPP). Experience of drafting and negotiating general contractual documents. Undertaking complex Conveyancing, Section 75 Planning Agreements and Lease transactions, including instructing and settling of transactions.	Experience of EU procurement regulations. Experience of Construction Law. Experience of Planning law, including appeals. Experience of managing/supervising staff.
Knowledge/ Skills /Competencies	Effective verbal and written communication skills. Effective organisational and time management skills.	
Personal Qualities	Ability to negotiate complex contracts. Ability to prioritise a varied and complex workload. 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. Ability to motivate staff.	
Council Behaviours	We are Customer Focused We Initiate and Embrace Change We Strive to be the Best we can be We make things Happen We work Together	