JOB DESCRIPTION

Job Title: Solicitor		**Ref No:**	**JE Ref: U016**
Department: Legal Services - Commercial Planning & Property	**Band: 12**	**Location:** Dumfries	
Responsible To:	Principal Solicitor Commercial, Planning & Property Legal Service		
Responsible For:	Providing legal advice and support to internal client services in one or more of the following areas Commercial and/or Planning and/or Property		
Job Purpose:	Work as part of the in-house Legal Service within the Commercial, Planning and Property Team, to deliver legal advice and support on a variety of matters to ensure the Council complies with its statutory and regulatory obligations, to support service clients and stakeholders in relation to one or more of the following practice areas: • Commercial/Procurement/Contracts and Trust • Planning, Roads, and Transport • Property Work closely with client services and service leads to support service improvement. Contribute towards service improvement within Legal Services. Design and deliver specialist training to service clients. Design and develop new processes and policy to assist service leads develop services. Design and develop new legal processes to support Legal Services Management.		

Main Responsibilities:	Solicitors will have their own specialist skill sets but will be expected to support a diverse range of public sector legal matters. Solicitors shall support the Senior Solicitor, Principal Solicitor, Governance and Assurance Manager, Assistant Director of Governance and Human Resources and where appropriate the Executive Director of the wider service Assurance and Director to deliver an efficient high performing service and achieve best value. Solicitors shall in addition to delivering a specialist legal service in one or more of the above practice areas shall also be expected to deliver general public sector legal advice and support in areas such as data protection, freedom of information, elected members enquires, education and appeal hearings, complaints handing (among other general public law matters) and support other members of the legal team when required, or capacity issues dictate. Solicitors are expected to work closely with clients and team members to deliver training, carry out general research on general legal matters and
	draft and deliver legal advice and briefing notes, attend committees, subcommittees, area committees, project boards, service client meetings, and working groups and to provide oversight and support to meet service client needs.

Job Activities:	• To take instructions and liaise where appropriate with service clients and other Council officers. • To provide legal advice on the interpretation of legislation, case law and other legal sources as required. • To undertake legal research on a wide range of subject matters and to keep abreast of new and proposed legislation. • To draft and comment on documents and correspondence. • To prepare and deliver training to officers of the Council and legal team colleagues on relevant legal issues, to include training in relation to changes in legislation, policies and initiatives affecting local authorities and key services. • To support the Principal Solicitors and Senior Solicitors and act as substitute in all matters relevant to the management of the Commercial, Planning and Property Legal Service as and when required. • To support initiatives to continuously improve the performance of the Legal Team, to deliver a client/outcome focussed service and to represent the Council in a positive manner both internally and externally. • To liaise with external legal framework providers to secure best value, to monitor scope and fees in relation to any external instructions. • To maintain legal records and Work In Progress reporting. • To instruct and assist Counsel where required. • To represent the department/Council on internal and external working groups. • To maintain the highest professional standards in the delivery of support, advice and services to the Council and other stakeholders. • To support the general day to day operation of Legal Services as instructed. • To participate in Council Projects and liaise with Partner Agencies as required. • Assisting the service clients with the drafting and preparation of new policy and strategy. • Supporting service management in the progress and monitoring and reporting of service KPI's, risks and projects. • To provide a level of oversight of service reports and provide feedback and escalate as and when required. • Attending meetings, face to face if and when required.

	• To work over and above contracted hours as and when the needs of the service require (such time to be recovered through the flexi system). • To attend office premises on the days required or as otherwise agreed with service management. • To support Counsel and/or Council solicitors appearing in court, tribunal, hearing or inquiry and support the presentation of cases on behalf of the Council, and attend in person if required. • To represent the Council or support Counsel and/or Council solicitors at public inquiries or hearings if required. ***The job activities listed are not exhaustive and may be added to or amended consistent with the job purpose.***
Performance Management	• To manage own performance and any staff you may be responsible from time to time in accordance with the Council's principles and priorities, continuous improvements, openness and honesty, local decision making and team working. • To achieve the agreed performance targets detailed in the departmental work plan and your own work plan, to maintain, monitor and keep up to date any work in progress reporting requirements and contribute to performance appraisal activities. • To manage your own performance in compliance with all Codes, Regulations and procedures including the Council's Code of Conduct, Health and Safety policy and protocols, Council policies and procedures and ensure proper governance. • To manage risk, promote risk awareness and prioritise work in light of the risk analysis. • To actively commit to the Council's equality and diversity vision statement and associated policies that promote fairness and equality and celebrate diversity, in dealing with colleagues, clients and service users. • To take all reasonable measures to limit carbon emissions and reduce energy/ resource consumption when undertaking work activities. • To support the Legal Service in the delivery of its principles and priorities under the Council Plan • To undertake appropriate training as required by the Law Society of Scotland and to meet the Law Society of Scotland's CPD standards, to maintain Law Society CPD records, and complete

	and maintain the Council's mandatory training, and refresh the same when necessary.	
Prepared by:	**Governance and Assurance Manager**	**Date: September 2023**