

JOB DESCRIPTION - CORPORATE SERVICES - LEGAL SERVICES

IDENTIFICATION

Post Title:	Solicitor (Commercial)	Post Ref:	
Section:	Legal Services	Grade:	11
Responsible to:	Senior Manager, Commercial, Legal Services		
Responsible for:			

JOB PURPOSE

To assist in the provision of all legal and associated services to the Council, its Committees, Services, staff and, where appropriate, to any organisation in which the Council has an interest.

PRINCIPAL WORKING CONTACTS

Senior Manager (Commercial Legal Services), Legal Manager, Head of Democratic and Legal Services and other staff of Corporate Services
Officers of other Services of the Council
Staff of other Councils, outside bodies, general public, etc
Elected Members.

MAIN DUTIES

As a member of a Team of legal staff, the postholder will be responsible for assisting the Team Leaders in the following ways:-

The provision of advice and guidance to the Council, its Committees, the Chief Executive, Head of Democratic and Legal Services, Council Services, Boards and other organisations on all legal and associated matters.

The provision of all legally related functions of the Council, its Committees and Services, including conveyancing, contracts, commercial matters, work in relation to statutory orders and procedures and planning.

Ensuring that the provision of legal and associated services to Council Services is in accordance with the needs and objectives of Council Services.

Attendance at Committees, officers' meetings, working groups and other meetings as required.

Helping to ensure that the Council is provided with the most efficient, effective and economic legal services.

Undertaking any other tasks required by the Senior Manager, Legal Services, Legal Manager and Head of Democratic and Legal Services.

OTHER DUTIES

This job description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties, and it is recognised that jobs change and evolve over time. Consequently, this is not a contractual document and the postholder will be required to carry out any other duties to the equivalent level that are necessary to fulfil the purpose of the job.

PERSON SPECIFICATION

POST TITLE: Solicitor (Commercial)

DIVISION/DEPARTMENT SECTION: Corporate Services/Legal Services

	ESSENTIAL REQUIREMENTS	DESIRABLE REQUIREMENTS	METHOD OF ASSESSMENT
PROFESSIONAL/ EDUCATIONAL QUALIFICATIONS	LLB Degree in Scots Law Diploma in Legal Practice		Application Form Certificates
RELEVANT WORK/OTHER EXPERIENCE	Legal Traineeship		Application Form
PARTICULAR SKILLS/ABILITIES	Good oral and written communication skills Organisational and time-management skills Ability to work under pressure		Application Form Interview References
PERSONAL QUALITIES	Flexibility Team Worker Motivation Diplomacy		Application Form Interview References
ANY ADDITIONAL JOB RELATED REQUIREMENTS	Willingness to undertake appropriate job-related training if required Willingness and ability to work across a variety of areas commercial work, contracts and planning Satisfactory Level 2 Disclosure check		Interview