

THE HIGHLAND COUNCIL

JOB SPECIFICATION

SERVICE:	PERFORMANCE AND GOVERNANCE	SECTION:	Legal Services
POST DESIGNATION:	SOLICITOR – LITIGATION & ADVICE		
GRADE:	HC10		
LOCATION:	COUNCIL HEADQUARTERS, INVERNESS/FLEXIBLY WITH POTENTIAL FOR WFH		
RESPONSIBLE TO:	LEGAL MANAGER - LITIGATION AND ADVICE		
JOB PURPOSE:	To be a member of the team at HQ responsible for the Council's Legal Services work relating to litigation and advice.		
ESSENTIAL:	• Qualified Solicitor holding (or eligible to hold in exceptional circumstances) an unrestricted practising certificate issued by the Law Society of Scotland, or a second year trainee nearing end of traineeship and holding a restricted practising certificate. Continual Professional Development will be up to date as required by the Law Society of Scotland.		
ACCOUNTABILITIES:	• To provide a full range of legal advice and services of a consistently high quality to the Council and its related bodies in respect of litigation in court and tribunals, to include adult and child protection, mental health, education, employment, housing, antisocial behaviour, and finance. • To provide advice and representation in relation to all Council Services in particular in relation to Education, Trading Standards, Environmental Health, Health and Social Care, Finance and Housing and Property Services. • To review practices and procedures in order to promote improvements in service delivery and more effective use of resources; • To assist in identifying and developing performance indicators and methods of working which represent best practice, setting targets and monitoring performance across the areas of the team's legal work; • To participate in the development of legal initiatives and assist with corporate development policies; • To represent the Council/Service at formal/informal meetings, both internally and externally; • To ensure that identified quality standards are monitored and achieved; • To assist in the preparation of reports and to attend relevant Committees and Sub-Committees; • To attend Legal Team Meetings; • To contribute, as required to Service-wide activities; and • To Assist and deputise for the Principal Solicitor and Legal Manager as and when required.		

SPECIAL FEATURES: The postholder must be prepared to work flexibly and outside normal hours if attendance at Court/Hearing requires it.

OTHER DUTIES: The postholder may be required to perform duties appropriate to the post other than those given in this job description. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations will not, of themselves, justify reconsideration of grading.

For further information please contact James Noone Legal Manager-Litigation and Advice, 01463 702 539.

DATE: 15/08/24