

**JOB DESCRIPTION**

|                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                  |                            |
|--------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|----------------------------|
| <b>Job Title: Trainee Solicitor (Fixed Term)</b>                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>Ref No:</b>   | <b>JE Ref:<br/>BM43(3)</b> |
| <b>Department:</b><br>Legal Services                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>Band: 6/7</b> | <b>Location:</b> Dumfries  |
| <b>Responsible To:</b>                                                                                 | Principal Solicitor                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                  |                            |
| <b>Responsible For:</b>                                                                                | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                  |                            |
| <b>Job Purpose:</b>                                                                                    | <p>To undertake a 2 year training contract with Dumfries &amp; Galloway Council to train as a solicitor, compatible with the Law Society of Scotland’s prescribed PEAT 2 training plan and outcomes relating to:</p> <ul style="list-style-type: none"><li>• Professionalism</li><li>• Professional communication</li><li>• Professional ethics and standards</li><li>• Business, commercial, financial and practical awareness.</li></ul> <p>The trainee shall work with and train under the in-house Legal Service and shall learn to assist in the delivery of a range of high-quality customer focussed specialist legal services to support service clients and stakeholders and to be trained in accordance with the requirements of the Law Society of Scotland Guidelines for Professional Competence with a view to achieving the standard of the qualifying solicitor exit standard for all trainees at the completion of 2 years.</p> |                  |                            |
| <b>Main Responsibilities:</b>                                                                          | <p>To take on a portfolio of responsible work and carry it out to the standard expected and stipulated for a trainee solicitor in areas of work involving Local Government Legal Services and in particular, property, planning, contract and procurement, social work, education, and litigation.</p> <p>To undertake activities to work towards the PEAT2 outcomes and to achieve the qualifying standard by the end of Year 2.</p> <p>To carry out such specific tasks as may be allocated by the Principal Solicitor, Governance and Assurance Manager and/or the Assistant Director of Governance and Human Resources and as and when required and to assist solicitors and in the delivery of the Legal Service.</p>                                                                                                                                                                                                                       |                  |                            |
| <b>Job Activities:</b><br><br><b>Year 1 (with full supervision)</b><br><br><b>Year 2 (with reduced</b> | <p>The Traineeship shall be undertaken over two years in two seats. The Trainee shall predominantly work with the Court &amp; Licensing Team to represent Dumfries &amp; Galloway Council in the Courts and Tribunals for Health &amp; Social Care, Employment and Sequestrations and assist with Licensing matters, and with the Commercial, Planning &amp; Property Team to progress planning agreements, property transactions, commercial, construction and other contractual matters.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                  |                            |

|              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|--------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| supervision) | <p>By the end of the PEAT 2 programme, the trainee shall be able to demonstrate the successful PEAT 2 outcomes and more generally shall learn to:</p> <ul style="list-style-type: none"> <li>• To take instructions and liaise where appropriate with service clients and other Council officers.</li> <li>• To provide legal advice on the interpretation of legislation, case law and other legal sources as required,</li> <li>• To undertake legal research on a wide range of subject matters and to keep abreast of new and proposed legislation,</li> <li>• To draft and comment on documents and correspondence.</li> <li>• 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.</li> <li>• To liaise with external legal framework providers to secure best value, to monitor scope and fees in relation to any external instructions.</li> <li>• To maintain legal records and Work In Progress reporting</li> <li>• To represent the department/Council on internal and external working groups,</li> <li>• To maintain the highest professional standards in the delivery of support, advice and services to the Council and other stakeholders,</li> <li>• To support the general day to day operation of Legal Services as instructed.</li> <li>• To participate in Council Projects and liaise with Partner Agencies as required.</li> <li>• Supporting service management in the progress and monitoring and reporting of service KPI's, risks and projects.</li> <li>• Attending meetings, face to face if and when required.</li> <li>• To attend office premises as and when required or otherwise agreed with service management.</li> <li>• To appear and represent the Council in Court proceedings, upon attaining at least a restricted practicing certificate at the commencement of Yr 2 and thereafter once qualified, fully responsible once achieved a full practicing certificate.</li> </ul> <p><b><i>The job activities listed are general and may be added to or amended consistent with the job purpose.</i></b></p> |
|              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

|                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |              |
|-------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| <b>Performance Management</b> | <ul style="list-style-type: none"><li>• To manage own performance in accordance with the Council's principles and priorities, continuous improvements, openness and honesty, local decision making and team working.</li><li>• To achieve the agreed performance targets detailed in the departmental work plan and own work plan, to maintain, monitor and keep up to date any work in progress reporting requirements and contribute to performance appraisal activities.</li><li>• To manage 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.</li><li>• To manage risk, promote risk awareness and prioritise work in light of the risk analysis.</li><li>• 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.</li><li>• To take all reasonable measures to limit carbon emissions and reduce energy/ resource consumption when undertaking work activities.</li><li>• To support the Legal Service in the delivery of its principles and priorities under the Council Plan</li><li>• To undertake appropriate training as required by the Law Society of Scotland and to maintain Law Society CPD records, and complete and maintain the Council's mandatory training, and refresh the same when necessary.</li><li>• To undertake quarterly performance reviews as required by the Law Society of Scotland.</li></ul> |              |
| <b>Prepared by:</b>           | <b>Governance and Assurance Manager</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>Date:</b> |