Aberdeenshire COUNCIL

Job Profile

October 2022

1. JOB IDENTITY

Post Title:	Solicitor	**Service:**	Business Services
Section:	Legal & People	**Grade:**	Practitioner K
Reports to:	Team Leader		

2. JOB PURPOSE

- To contribute to the provision of effective and efficient Legal Services to the Council, its Officers and Committees.

There is a responsibility for the post holder to demonstrate a commitment to quality service delivery through continuous improvement for the benefit of the Service and the organisation

3. CORE RESPONSIBILITIES / DUTIES

- Contribute to the work of the Section, by the provision of specialist legal advice, ensuring client needs are anticipated, identified, and met in all aspects of law and regulation affecting the Council
- Contribute to the development of cross-service and service specific council policies where legislation and regulation is central to the successful delivery of the council's functions
- Assist in supporting the Head of Legal & People in the provision of legal advice and representation to elected members in all forms of Committees, Area Committees, Sub Committees, Working Groups, Joint Boards, partnership bodies and organisations in connection with all legal matters
- Contribute to the development, design and continuous improvement of the Legal & Governance Section
- Ensure the provision of information regarding issues covered by the specific team, responding on Aberdeenshire Council's behalf to national forums and initiatives.
- Demonstrate duties and provide advice, guidance and on-the-job training to Trainee Solicitors, and Paralegals within a specific team

4. QUALIFICATIONS AND TRAINING

Essential:

- LLB Bachelor of Laws Degree at Ordinary Level
- Diploma in Legal Practice or Postgraduate Diploma in Legal Practice or equivalent
- Law Society of Scotland Practising Certificate

Agreed

5. EXPERIENCE

Essential:

- Working knowledge & experience of current legislation and practice.
- Experience in using PCs and I.T. systems
- Experience of working simultaneously with stakeholders
- Experience of negotiating a resolution to a variety of legal issues of varying complexity
- Ability to respond to unanticipated problems/situations
- Ability to contribute to the design, development and improvement of activities or services

Desirable:

- Experience of legal practice within a Local Authority

6. KNOWLEDGE AND SKILLS

Essential:

- Broad based knowledge of the law
- Customer focussed with excellent organisational, interpersonal and communication skills
- Ability to work with minimum supervision
- Enthusiasm and ability to use initiative
- Flexible approach and willingness to adapt to new or changing situations
- Ability and willingness to travel

Desirable:

- Awareness of knowledge of Local Government functions and decision making processes

7. ADDITIONAL REQUIREMENTS

Driving Compliance	N/A
Politically Restricted	This is a Politically Restricted position as identified by the Local Government and Housing Act 1989. Further information on restrictions as a result of this designation is available by visiting the recruitment pages.

Agreed