JOB DESCRIPTION - CORPORATE SERVICES

IDENTIFICATION

Post Title:	Senior Solicitor	Post Ref:	
Section:	Legal Services	Grade:	12
Responsible to:	Senior Manager (Litigation Legal Services)		
Responsible for:			

JOB PURPOSE

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

PRINCIPAL WORKING CONTACTS

Senior Manager (Litigation Legal Services), Legal Manager, Head of Democratic and Legal Services and other staff of Corporate Services
Officers of other Departments 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 Departments, Boards and other organisations on all legal and associated matters.

The provision of all legally related functions of the Council, its Committees and Departments, including, court work, incorporating any and all litigation the Service is a party to, representation at tribunals and inquiries, matters pertaining to adoption, permanence, education, and the health and social care partnership, and work in relation to statutory orders and procedures.

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

Assisting with the design and implementation of appropriate mechanisms to measure the quality of service delivery of the Legal Division.

Management, supervision and support staff and the development of colleagues to ensure their personal development matches organisation advancement as agreed with Team Leader from time to time.

Deputising for Team Leader.

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

required.

Assisting with the formulation and implementation of policies for the Legal Division.

Ensuring that the Council is provided with the most efficient, effective and economic legal services.

Undertaking any other tasks required by the Team Leader/Legal Manager.

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: Senior Solicitor

DIVISION/DEPARTMENT SECTION: Corporate Services, Democratic & Legal Services

	ESSENTIAL REQUIREMENTS	DESIRABLE REQUIREMENTS	METHOD OF ASSESSMENT
PROFESSIONAL/ EDUCATIONAL QUALIFICATIONS	Qualified to practice as a Solicitor in Scotland		Application Form Certificates
RELEVANT WORK/OTHER EXPERIENCE	Good basic experience in relevant areas of work		Application Form Interview References
PARTICULAR SKILLS/ABILITIES	Good oral and written communications skills Organisational and time management skills Ability to work under pressure Ability to manage and motivate others Ability to think strategically		Application Form Interview References
PERSONAL QUALITIES	Flexibility Team Worker Diplomacy		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 of work Satisfactory Standard Disclosure Check		Interview