

ROLE PROFILE

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| Job family | Specialist | Role profile number | LST3-2151 | Grade | T3 |
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Role Purpose:

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| <p>Sole technical specialist in a narrow area or specialism or managing a discrete project.</p> <p>Impact will be far reaching within the specific field/area of specialism but not council or county wide.</p> <p>Will not have direct responsibility for management of staff (or will have a very small team of specialist / project staff) but will commission professional support from other teams, services and external partners.</p> <p>There could be more than one post in a service area.</p> <p>May be on a higher grade than manager but usually reports to Director, L3 or L4 Head of Service</p> |
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Example posts: Lead professional in a specialist discipline; policy specialist; lead IT specialist

| Factor | Relevant Job Information |
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| Indicative qualifications | <p>Degree in a subject relevant to the role or able to demonstrate equivalent knowledge, skills and experience</p> <p>Relevant professional qualification at a post graduate level</p> <p>Specialist qualification in a discipline required for the role</p> <p>Project management qualification or able to demonstrate equivalent knowledge, skills and experience</p> |
| Knowledge, skills and experience | <p>Roles at this level require applied and theoretical knowledge and an ability to work out problems and devise new approaches from first principles, which is gained through a detailed and specialist grasp of practices and procedures relating to the specialism.</p> <ul style="list-style-type: none"> • Significant experience of working within the specialist discipline/field. • Promoting and leading innovation and transformational change • Effectively handling challenging & complex situations • Managing high profile innovative projects relating to the specialism • Operating at a specialist level delivering qualitative and focused outputs within the discipline • Experience of working in a political environment • A good understanding of local government and the local and regional context within the discipline • Experience of commissioning support and directing the work of others to meet required outcomes • An ability to build positive relationships with members, partners and key stakeholders |
| Accountability for Budget | <p>Roles at this level have an impact on a large element of the overall results for a service area or across the council through the work of the service area or function.</p> <p>There will be no direct management of staff, but commissioning of support from across the organisation and external partners where required.</p> <p>The nature of the impact will be contributory with impact and influence in advising or facilitating services for use by others within the specialism.</p> <p>Contributory impact on an area of Council budget in excess of £830 million (with support and scrutiny from the leadership team)</p> <p>County population is around 470K</p> |
| Problem solving | <p>Roles at this level require thinking/problem solving beyond guidelines/policies in relation to the specialism, to actively pursue new ways of working and identifying future trends. The postholder will be required to select solutions through the application of acquired knowledge which directly impact upon the specialist field.</p> <p>Postholders will also be required to establish standards and procedures which impact upon the whole service area under the direction of a head of service or Director.</p> <p>With some direction from the leadership team, design, develop and implement solutions to improve service delivery that support the council's visions, goals and core values.</p> <p>Provide specialist advice and support across the service area and to external stakeholders and suppliers etc.</p> |

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| | <p>Effective management of outsourced activities to ensure excellence within the specialism. Ability to make decisions relating to the discipline without reference to a senior manager Innovative and creative thinking required in area of specialism where guidelines are not readily available Able to establish standards and procedures for project team. Work with given resources but contributes to the long term determination of what those resources will be in the future. Alternative courses of action and solutions are recommended, based on professional/expert knowledge Anticipate any needs within the council and/or partner organisations based on thorough knowledge and understanding of corporate, service and/or partner requirements Support the implementation of required corporate change across the council within the discipline. Support the promotion of the council's interests and the development of the discipline with appropriate government departments and agencies, professional bodies and other local authorities, public or private bodies. Contribute to the development and implementation of corporate and/or service strategies.</p> |
| Nature of contacts | <p>Direct and oversee all activities of commissioned staff, ensuring professional competence and integrity of the discipline is maintained and a culture of continuous improvement is developed across the council. Lead working groups or project teams within the service or likely to be cross service or external at a regional or national level. Working without professional oversight and ability to advise senior management on the area of specialism Advising heads of service and equivalent levels in external bodies, private sector and partner organisations on area of specialism. Establish and lead partnership working with internal / external services / organisations and liaise with national bodies. Manage relationships with key stakeholders and delivery partners including consultation on complex political / strategic / commercial issues within the specialism. Engage with stakeholders to seek and explore innovative opportunities for collaborative working within and across the specialism, services, and/or with partners. Liaise with and/or advise senior members of staff regarding issues, problems and processes within the discipline. Deal with people at all levels confidently, sensitively and diplomatically.</p> |
| Additional duties | <p>Postholders are required (subject to the provisions of the Working Time Regulations) to work the hours that are necessary to do the job, including evening and weekend work and attendance at meetings out of office hours. This includes being on standby or call out to respond to emergency situations.</p> |
| Our Identity | <p>Our Identity sets out who we are and provides a shared understanding of how we are all expected to lead, work and act with each other, our partners and our residents to deliver our services and build stronger communities. They enable us to continually evolve and adapt to meet the changing needs of our residents and ensure that we continue to deliver great services and make a difference to the people of Wiltshire. All of us are expected to demonstrate the elements of Our Identity in how we work to shape and create the organisation we want to be part of. It should influence our decisions, activities, projects and ways of working</p> |
| Health & Safety | <p>All employees are required to carry out all duties and responsibilities with reasonable care for the health and safety of self and others and report any potential hazards or unsafe practices to their line manager</p> |
| Equalities | <p>Wiltshire council is committed to ensuring employees do not discriminate against colleagues, suppliers or third parties at work or harass or victimise others. Incidents of discrimination at work are taken seriously and employees are encouraged to report incidents via their manager or anonymously via the whistleblowing policy.</p> |
| Authority to work in the UK | <p>All employees must have the legal authority to work in the UK. Non-EU nationals must have the relevant approval to work in the UK from the UK Border Agency. Copies of all documents provided as proof of identity are retained for our records; by providing these proofs the council will treat this as consent.</p> |

The above profile is intended to describe the general nature and level of work performed by employees in this role and does not detail a list of all duties and responsibilities. The Council reserves the right to amend this role profile as necessary

ROLE DESCRIPTION

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|---------------------------------------|---------------------|
| Role description: | Principal Solicitor |
| Role profile family: | Leadership |
| Number of posts: | 5 |
| Role profile number and grade: | LST3-2151 |
| Service/Team: | Legal Services |
| Reports to: | Service Manager |

| Job Context |
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| <p>The overall responsibility of Legal Services is to provide high quality cost effective legal services to all teams within the Council including strategic legal advice and maintaining robust governance processes.</p> <p>Legal Services involves a range of legal work from dealing with complex strategic legal work down to routine legal transactions.</p> <p>The legal team is designed with various layers of experience and qualifications to ensure that the legal work is done at the right level.</p> <p>Strategic legal advice includes an awareness of legal, commercial and reputational considerations and would include consideration of Court procedures, safeguarding, commissioning, legal proceedings, freedom of information, data protection, data sharing and key corporate complaints and comprehensive knowledge of local government law including member's standards, administrative law and local government best value.</p> <p>The service provided by legal is proactive and includes the development of legal training and templates to drive forward continual improvement across teams within Council in robust decision making and legal compliance.</p> <p>Cost effective legal services requires working with the instructing teams to empower officers to understand their operational legal requirements to ensure demand on legal services is controlled thereby minimising the need to use external agents or Counsel and be able to work with recognised public sector authorities to generate external income.</p> <p>Legal Services comprises a range of teams including:</p> <ol style="list-style-type: none"> 1. Non-contentious (including property, planning and commercial) 2. Contentious (including: - child care, enforcement, human rights, licensing, employment, debt recovery, possessions, commercial, property and planning litigation and general civil litigation, adult care, mental health, homelessness and general Monitoring Officer support) 3. A business support team |

| Job Purpose |
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Specific duties and responsibilities include:

Legal Services comprises a range of teams including:

- Non-contentious (including property, planning and commercial)
- Contentious (including: - child care, enforcement, human rights, licensing, employment, debt recovery, possessions, commercial, property and planning litigation and general civil litigation, adult care, mental health, homelessness and general Monitoring Officer support)

The principal solicitor will sit across functions and be technical specialist and support for solicitors in these areas.

Accountable to the Service Manager:

- To manage a team of solicitors/Barristers, Legal Executives, Senior Legal Assistants and paralegals.
- to manage a wide-ranging caseload of both straightforward and complex legal work; and
- to provide high quality legal advice.

Specific duties and responsibilities include:

- To manage a team of up to 10 legal officers including the recruitment, selection, appraisal and development and motivation of all members of the team in respect of providing high quality legal services in the specialist fields of law
- In conjunction with the Service Manager manage, direct and review the work of the the team to ensure that legal advice and services within that area of legal work is co-ordinated, sustainable, flexible, effective and efficient, and in consultation with others as appropriate. In doing this ensure that correct procedures are in place to provide for the efficacy of such legal advice and services, that legal advice and services is quality assured and and that the requirements of the Council Business Plan and Policy framework are being met.
- To proactively support instructing teams in areas of their work which have a legal dimension.
- To provide high quality, general and specialist legal advice to all levels of instructing teams on issues of varying complexity within agreed timescales.
- To manage and progress a caseload of straightforward, complex and highly complex legal work for instructing teams and in support of corporate initiatives.
- To keep relevant stakeholders informed of the progress of the case, taking due regard of Court dates, priorities, deadlines, and the Legal Service's quality standards.
- To project manage the research, compilation and briefing/presentation process in relation to significant cases, including attending case conferences and updating internal management at the highest level.
- If required, to undertake significant advocacy work at Magistrates' Court and in Courts at higher level or equivalent, liaising with officers of the Courts, solicitors, barristers and their staff, and members of the public as appropriate.

- To brief external agents and barristers as required on cases of significant complexity.
- To monitor and review the use of external legal service providers by the team for which the appointee oversees and report to the legal services business manager and team leader as required.
- In providing legal advice, managing a case, undertaking advocacy (if required) and meeting with clients, to take responsibility for demonstrating thorough preparation, research and application of rigorous analytical problem-solving methods.
- To contribute to Legal Service's continued achievement of quality standards.
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- To ensure that work is of the highest quality and accords with current regulations/ legislation/Court practice.
- To contribute and lead in the process of evaluating their own team's performance, processes and procedures to ensure that they comply with Legal Services Business Plan.
- To contribute and on occasions to lead in the process of evaluating Legal Services performance, processes and procedures and to contribute significantly to the drawing up of the Service Plan as required.
- To build positive working relationships within Legal Services, working constructively with their Line Manager to identify strengths and agree action in relation to development needs.
- To participate in the Law Society's Professional Development Scheme and to develop a detailed up-to-date knowledge of the law in relation to areas most commonly encountered and areas specific to the instructing teams mainly supported.
- To provide cover for colleagues in work of a similar nature.
- The postholder is responsible for his/her own self development on a continuous basis and as such will be expected to undertake suitable training.
- The postholder must also undertake other duties appropriate to the grading of the post as required.

| Dimensions | | | | |
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| Type of budget | Direct | Indirect | Responsibility | Amount / Cost |
| Legal Budget | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Head of Service | £3.5m |
| | <input type="checkbox"/> | <input type="checkbox"/> | | |
| | <input type="checkbox"/> | <input type="checkbox"/> | | |
| | <input type="checkbox"/> | <input type="checkbox"/> | | |
| | <input type="checkbox"/> | <input type="checkbox"/> | | |
| | <input type="checkbox"/> | <input type="checkbox"/> | | |
| National performance standards or statutory/legal responsibilities applicable to this role: Specific qualifications, knowledge, and skills required for this role: | | | | |

Competencies

To be appointed to Principal solicitor the solicitor/barrister must be able to demonstrate the following competencies:

- (a) 1, 2, 3 and a minimum of 2 from (a) 4, 5, 6, 7, 8
- (b) 1, 2, 3, 4
- (c) 1, 2, 3
- (d) 1, 2, 3
- (e) 1, 2,
- (g) 3

Competency Area

- (a) Legal Skills
 1. Case Management
 2. Research
 3. Ability to give accurate advice
 4. Specialist advocacy skills
 5. Specialist training/presentation skills
 6. Exceptional expertise in specialist areas of law
 7. Regular dealings with and advice to members
 8. Ability to handle complex, high profile, sensitive matters
- (b) Knowledge: legal and organisational
 1. Legal knowledge: general
 - 2.* Specialist local government legal knowledge
 3. Specialist legal knowledge
 - 4.* Organisation/framework knowledge
- (c) Inter-Personal/Communications Skills
 1. Meeting client requirements
 2. Creating/enhancing productive working relationships with colleagues
 3. Managing information and meetings
- (d) Self Organisation
 1. Managing time/projects, including contemporaneous time recording to "billable" targets effectively
 2. Ability to evaluate performance, identify personal development needs and seek to meet them (including CPD).
 3. To work within the SRA practice management standards and the legal services manual.
- (e) Business Planning, Service Delivery and Quality Standards
 1. Implementation of Unit objectives in relation to service delivery/quality standards
 2. Evaluation of Unit processes
 3. Contribution to overall Unit strategy
- (f) Managing Resources
 - 1.* Management of people
 2. Appropriate use of agents in accordance with the Council's framework agreement
- (g) Supervision - Within a framework of regular formal supervision and access to advice and guidance
 1. Significant level of support and direction
 2. Limited level of support and direction
 3. Minimal level of support and direction

* These requirements may be waived in the case of new appointments where the applicant is able to demonstrate exceptional expertise in a specialist area of the law.

Person Specification

Specific qualifications, knowledge, and skills required for this role:

This grade is appropriate to a solicitor/barrister with a minimum of eight years' post qualification experience, five of which must have been spent practising in a relevant area of law. The solicitor/barrister must be capable of the following:

- working with limited support and supervision;
- giving advice and representation in the area of work allocated;
- prioritising a caseload, varied in its complexity;
- resolving a wide range of legal problems;
- demonstrating a good knowledge of the framework of local government;
- negotiating with others or holding their own with senior officers or in Court.

Supporting information

| Driving classification | |
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| <p>Occasional driver A valid UK driving licence is not required. Occasionally may need to travel to different locations in order to undertake the duties of the role.</p> | <input type="checkbox"/> |
| <p>Regular Driver Must hold a valid UK driving licence (with no more than 6 penalty points) and have access to either their own car or a pool car in order to undertake the duties of the role unless other forms of transport are available and viable to perform the role, including public transport. Or a reasonable adjustment has been agreed.</p> | <input checked="" type="checkbox"/> |
| <p>Required Driver Must hold a valid UK driving licence (with no more than 3 penalty points) and will drive a vehicle supplied by the Council in order to undertake the duties of the role.</p> | <input type="checkbox"/> |
| <p>Employees should refer to the Corporate Driving at Work policy for further information.</p> | |

| Political restriction | |
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| <p>This role is politically restricted. The job holder is not permitted to undertake political activity involving standing for election as a member of parliament, as a MEP, as a member of the Scottish or Welsh Parliaments, or a local councillor. The job holder is furthermore not permitted to canvass on behalf of a political party or a person who is already, or who seeks to be, a candidate. In addition, they may not speak to the public or publish any written or artistic work that could give the impression they are advocating support for a political party</p> | <input checked="" type="checkbox"/> |
| <p>This role is not politically restricted</p> | <input type="checkbox"/> |

| Professional fees and related occupational costs | |
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| <p>As part of this role, or to support professional development, the job holder is required to be a member of a professional body or association. The job holder is responsible for payment of all professional fees, memberships, registrations or subscriptions and no reimbursement or contribution towards these will be provided by the council</p> | <input checked="" type="checkbox"/> |
| <p>This role does not have any professional or occupational membership requirements</p> | <input type="checkbox"/> |

| Clearances – Disclosure & Barring Service (DBS) | |
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| <p>This role will be engaged in 'regulated activity' providing specific services relating to children or vulnerable adults and is subject to a Disclosure from the Disclosure and Barring Service.</p> | <input type="checkbox"/> |
| <p>This role is exempt from the Rehabilitation of Offenders Act 1974 and will require an Enhanced DBS check before appointment can be confirmed.</p> | <input type="checkbox"/> |
| <p>This role is exempt from the Rehabilitation of Offenders Act 1974 and will require a Standard DBS check</p> | <input type="checkbox"/> |
| <p>The role requires a Basic DBS check to check for convictions and cautions that are considered to be unspent under the terms of the Rehabilitation of Offenders Act 1974.</p> | <input type="checkbox"/> |
| <p>This role is not subject to a Disclosure from the Disclosure and Barring Service in order to undertake the duties of the role.</p> | <input type="checkbox"/> |

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| Clearances – Baseline Personnel Security Standard (BPSS) | |
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| This role requires access to the UK government Public Services Network (PSN) and is subject to a BPSS check | <input type="checkbox"/> |
| This role is not subject to a BPSS check | <input type="checkbox"/> |

| Clearances – Non-Police Personnel Vetting (NPPV) | |
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| This role requires working in partnership with the police, and/or having access to Police related systems and is subject to a NPPV check at level 2* . (*regular access to police premises and police information, intelligence and financial or operational assets. Occasional access to those deemed 'secret'). | <input type="checkbox"/> |
| This role requires working in partnership with the police, and/or having access to Police related systems and is subject to a NPPV check at level 3* (*regular unsupervised access to police premises and/or access to police information and/or information systems and/or hard copy material either on police premises or by remote access up to "secret" level. A level 3 includes a check on you, your spouse/partner, co-residents, and all family members). | <input type="checkbox"/> |
| This role is not subject to a NPPV check | <input type="checkbox"/> |

| Safeguarding | |
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| <p>For all roles within Children’s Services. Wiltshire Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and all staff are expected to share this commitment. You will be expected to report any concerns relating to the safeguarding of children, young people or vulnerable adults in accordance with agreed procedures. If your own conduct in relation to the safeguarding of children, young people or vulnerable adults gives cause for concern, the council’s agreed child protection/vulnerable adults protection procedures will be followed.</p> | <input type="checkbox"/> |
| <p>For all roles within Adult Social Services. Wiltshire Council is committed to safeguarding and promoting the welfare of vulnerable adults and all staff working for the council are expected to share a commitment to this. You will be expected to report any concerns relating to the possible abuse of a vulnerable adult in accordance with the agreed interagency safeguarding adults’ procedures. If your own conduct in relation to the safeguarding of vulnerable adults gives cause for concern, the council’s agreed interagency safeguarding adults’ procedures will be followed, alongside implementation of the council’s disciplinary procedure. The job holder is accountable for their safeguarding of vulnerable adult responsibilities to their line manager.</p> | <input type="checkbox"/> |
| <p>For all other roles within the council. Wiltshire Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and all staff are expected to share this commitment. You will be expected to report any concerns relating to the safeguarding of children, young people or vulnerable adults in accordance with agreed procedures. If your own conduct in relation to the safeguarding of children, young people or vulnerable adults gives cause for concern, the council’s agreed child protection/vulnerable adults protection procedures will be followed.</p> | <input type="checkbox"/> |