

## ROLE PROFILE

<b>Job family</b>	<b>Organisational Support</b>	<b>Role profile number</b>	<b>OS11-1022</b>	<b>Grade K</b>
-------------------	-------------------------------	----------------------------	------------------	----------------

**Job purpose:** Provide specialist professional advice and solutions to enable the most appropriate solutions for a complex work area within and across service areas.

The most common grade for professional level posts across the organisation. Grade K posts are higher in 'Creativity & Innovation' and 'Decisions', with a requirement for problem solving higher than grade J posts. These posts are required to give recommendation and implementation of solutions which have a direct impact on relevant stakeholders. These posts require not only a relevant professional qualification but also practical experience of applying the skills obtained through study, in the workplace

<b>Factor</b>	<b>Relevant Job Information</b>
Supervision and/or Management of People	No full management of a team but will be required to monitor the quality and quantity of the work of others. Will provide advice, guidance and support to colleagues to ensure whole team achievements are met
Indicative qualifications	Degree in relevant profession, or equivalent experience/skills. Licence / certificate / qualification required for the role ITQ 2 or equivalent ICT skills and abilities, demonstrating significant experience in related IT systems.
Knowledge and Skills	Relevant professional experience post qualification in a similar work environment. Expert knowledge of relevant policy, systems, work practices, professional guidelines, legislation in the area of specialism. Excellent ICT skills including use of Microsoft applications and specialist systems. Proven ability to provide advice and make recommendations based on specialist knowledge of specific area. Highlight and resolve potential risks. Knowledge and experience of contributing to the development of policies, procedures and practices. Familiar with wider sector / external influences. Detailed operational knowledge of systems in terms of functionality, capability and availability. Excellent interpersonal, persuasion, influencing and negotiating skills. Excellent planning and organisational skills, with proven ability to prioritise and co-ordinate workloads, monitor and evaluate work, to ensure deadlines are achieved Proven ability to interpret and analyse statistical and numerical data, drawing conclusions from the data to make informed decisions. Proven ability to cope with conflicting and changing demands through good time management and the ability to work under pressure. Experience of co-ordinating projects with service / organisation impact Proven ability to produce business focussed, user friendly reports, policy and project documents where appropriate.
Creativity and Innovation	Apply professional knowledge and experience to interpret and recommend policy, resolve complex issues, proactively anticipate problems and deliver solutions which enhance the quality and efficiency of services. Responsible for meeting performance standards within a policy framework and regulatory guidelines. Considerable scope to exercise initiative in taking action - within the boundary of well-defined policies. Contribute to long term strategies. Apply specialist/professional expertise and use judgement to make decisions where solutions are not obvious to meet customer requirements. Will be required to plan over a longer period (a year or more) and contribute to long term strategies Lead initiatives to design and deliver improvements and transformation Manage projects, or contribute to larger organisation wide programmes
Contacts and Relationships	Provide advice and guidance on complex issues which could be contentious and challenging in nature. Ability to build relationships and engage successfully with colleagues /partners /customers / contractors and suppliers. Negotiation showing tact and diplomacy to deal with conflicting requirements or opinions and the ability to make decisions on the most appropriate action to reach an acceptable conclusion. Contacts will include: Senior managers, leadership team, councillors, external bodies and partners.

	Liaise with and/or advise senior members of staff regarding service issues, problems and processes. Be a representative on behalf of the Service area / Council internally and / or externally
Decisions – Discretion & Consequences	Using general guidelines and utilising a wide range of relevant information, make decisions which impact on the whole organisation. Advice is not normally available. Assess the options and take appropriate action, where only general guidelines exist. Decisions to ensure outcomes are achieved which serve the best needs of the customer and as a consequence can result in improved services. The consequences of the decisions will have a significant effect across the organisation. Deliver complex work programmes within or across specialist areas to meet established operational targets. Research, manage and evaluate complex information / data / feedback. Identify and interpret organisational issues, trends and problems which may have a broad impact. Identify additional requirements or shortfalls and recommend innovative, robust solutions. Monitor and report on service standards as required
Resources	Little or no responsibility for physical or financial resources.
Work Demands	Work subject to interruptions and at times may be competing demands of work priorities
Work Environment	Office based, but may involve some travelling to other council buildings
Our Identity	<a href="#">Our Identity</a> 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 <a href="#">Our Identity</a> 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
Health & Safety	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.
Equalities	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 <a href="#">the whistleblowing policy</a> .
Authority to work in the UK	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.

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

<b>Role description:</b>	Solicitor Level 1 (Litigation)	
<b>Role profile family:</b>	Organisational Support	
<b>Role profile number and grade:</b>	OS11-1022	Grade K plus 15% market supplement (reviewed annually)
<b>Number of posts:</b>	1	
<b>Service/Team:</b>	Legal	
<b>Reports to:</b>	Litigation Team Leader	

### Job Family overview

#### Organisational support job family overview:

Delivery of services to support the Council and its partners in longer term; corporate compliance, contracting, planning, performance, policy and strategy.

- Focus on the business and service infrastructure of the Council and its partners to ensure effective management and proper compliance
- Advice and services rendered will generally be accepted as authoritative and recommended practice
- Specialist area and/or management knowledge
- Understanding area concepts and plans
- Defining implications of external influences and trends
- Shaping of Council responses including service plans/strategies & policies
- Definition & management of strategic planning processes
- Monitoring and reporting of performance

### Service / function Context

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.

Legal Services involves a range of legal work from dealing with complex strategic legal work down to routine legal transactions.

The legal team is designed with various layers of experience and qualifications to ensure that the legal work is done at the right level.

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.

Maintaining robust governance processes includes developing legal training and templates to drive forward continual improvement within other teams in Council in robust decision making and legal compliance.

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 and to ensure demand on legal services is controlled thereby minimising the need to use external agents or Counsel.

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.

Legal Services comprises a range of teams including:- child care, property (including planning), commercial, litigation (including adult care, homelessness and education) and public law and compliance (incorporating corporate complaints) with two legal support teams (contentious and non contentious and a business support team.

This post sits within the Litigation team.

## Job Purpose

Under the direction of the Litigation Team Leader:

- to provide high quality legal advice;
- to competently manage a caseload of legal work.

This grade is appropriate to a newly qualified, or recently qualified solicitor or barrister, with no or minimal relevant experience.

The solicitor/barrister level 1 will be required:

- (i) to demonstrate the capacity to take responsibility but within a supportive environment;
- (ii) to arrive at solutions to problems through analytical ability and thorough research;
- (iii) to show tenacity and strong interpersonal skills necessary to build effective working relationships and establish credibility with clients and colleagues.

## Competencies

The applicant must be able to demonstrate the following competencies within the competency framework:

- (a) 1, 2, 3
- (b) 1
- (c) 1, 2
- (d) 1, 2
- (e) 1
- (g) 1

Specific duties and responsibilities include:

- To provide high quality, well researched legal advice to client departments within agreed timescales.
- To manage and progress a caseload of general legal work for specified client departments.
- To keep relevant stakeholders informed of the progress of the case, taking due regard of court dates, priorities, deadlines, and the unit's quality standards.
- To undertake advocacy work in relation to straightforward cases of Magistrates' Court level (or equivalent), liaising with officers of the Courts, solicitors, barristers and their staff, and members of the public, as appropriate.
- In providing legal advice, managing a case, undertaking advocacy and meeting with clients, to take responsibility for demonstrating thorough preparation, research and application of rigorous analytical problem solving methods.
- To contribute to the unit's continued achievement of quality standards, including Investors in People and the Solicitors Regulation Authority guidelines.
- To participate positively and constructively in the Corporate Appraisal Scheme.
- To ensure that output and quality of work is satisfactory and accords, where appropriate, with current regulations/legislation/Court practice.
- To build positive working relationships within the Legal Unit.
- To work constructively with the Regulatory Team Leader to identify strengths and agree action in relation to development needs.
- To manage own time and prioritise workload effectively.
- To participate in the Solicitors Regulation Authority's Professional Development Scheme and to develop a detailed knowledge of current case law in relevant areas.
- To pro-actively develop and maintain IT skills needed to work most effectively.
- The postholder is responsible for his/her own self development on a continuous basis and as such will be expected to undergo suitable training.
- The postholder must at all times carry out his/her duties with due regard to the Council's Equal Opportunities Policies and the requirements of Health & Safety legislation and policies.
- The postholder must also undertake other duties appropriate to the grading of the post as required.

**Person Specification**

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

**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. Working within the SRA guidelines and IIP Framework
2. Managing time/projects, including contemporaneous time recording to “billable” targets effectively
3. Ability to evaluate performance, identify personal development needs and seek to meet them (including CPD)

(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.

## Career graded posts (where applicable)

This post forms part of a career grade progression structure, designed so that postholders can progress once academic qualifications and experience thresholds have been met. This is subject to a vacancy or funding (with work required at the skill level) being available and a successful selection exercise.

The posts that form part of this career grade structure are as follows:

- OS11-1022 – Solicitor (level 1)
- OS13-1023– Solicitor (level 2)
- OS14-1024 – Senior Solicitor (level 3)

## Supporting information

Driving classification	
<p><b>Occasional driver</b> 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><b>Regular Driver</b> Must hold a valid UK driving licence 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 unless a reasonable adjustment has been agreed.</p>	<input checked="" type="checkbox"/>
<p><b>Required Driver</b> Must hold a valid UK driving licence 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>	

Driving trigger points			
<p>The trigger points set out below, regarding driving licence points and at-fault accidents, apply to all staff who drive on council business.</p>			
Trigger Points	Corrective Driver Training Course or further action	Additional corrective training if appropriate or further action	
Points on driving licence	6	9	
Trigger Points	Discussion and advice on expected driving standards	Corrective Driver Training Course or further action	Additional corrective training if appropriate or further action
At fault accidents within a two-year period (whether work or personal)	1	2	3
<p>Job applicants who drive must have 9 or less points on their driving licence, and must have less than 4 at fault accidents within a two-year period. If they meet the trigger points, they will be subject to the actions outlined in the table above.</p>			
<p>If holding a valid licence, occasional drivers will need to declare penalty points and no-fault accidents as requested. Depending on the role, decisions as to whether this might either affect appointment or require corrective driver training, will be made case by case.</p>			

<b>Political restriction</b>	
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 member of the Scottish or Welsh Parliaments, or as 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	<input checked="" type="checkbox"/>
This role is not politically restricted	<input type="checkbox"/>

<b>Professional fees and related occupational costs</b>	
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	<input checked="" type="checkbox"/>
This role does not have any professional or occupational membership requirements	<input type="checkbox"/>

<b>Clearances – Disclosure &amp; Barring Service (DBS)</b>	
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.	<input type="checkbox"/>
This role is exempt from the Rehabilitation of Offenders Act 1974 and will require an <b>Enhanced</b> DBS check before appointment can be confirmed.	<input type="checkbox"/>
This role is exempt from the Rehabilitation of Offenders Act 1974 and will require a <b>Standard</b> DBS check	<input type="checkbox"/>
The role requires a <b>Basic</b> DBS check to check for convictions and cautions that are considered to be unspent under the terms of the Rehabilitation of Offenders Act 1974.	<input type="checkbox"/>
This role is not subject to a Disclosure from the Disclosure and Barring Service in order to undertake the duties of the role.	<input checked="" type="checkbox"/>

<b>Clearances – Baseline Personnel Security Standard (BPSS)</b>	
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 checked="" type="checkbox"/>

<b>Clearances – Non-Police Personnel Vetting (NPPV)</b>	
<p>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 <b>level 2*</b>. (<i>*regular access to police premises and police information, intelligence and financial or operational assets. Occasional access to those deemed ‘secret’</i>).</p>	<input type="checkbox"/>
<p>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 <b>level 3*</b> (<i>*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</i>).</p>	<input type="checkbox"/>
<p>This role is not subject to a NPPV check</p>	<input checked="" type="checkbox"/>

<b>Safeguarding</b>	
<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 checked="" type="checkbox"/>