

**Job Description**

**Job Title:** Solicitor - Public Protection and Employment Team

**Salary Grade:** Grade 9

**SCP:** 37 - 41

**Job Family:** Organisational Support

**Job Profile:** OS 5

**Directorate:** Corporate Services

**Job Ref No:**

**Work Environment:** Civic Centre

**Reports to:** Senior Solicitor – Public Protection and Employment

Team

**Number of Reports:** 0

**Purpose:**

To provide legal advice and support to the Council (and external clients) in relation to one or more of the following areas covered by the Team:- anti-social behaviour; education, including special educational needs; environmental protection; housing and housing standards; licensing; prosecutions; public health and trading standards.

**Key Responsibilities:**

1. To advise Council Directorates and external clients on one or more of the legal areas listed above;
2. To advise on and draft all required documentation;
3. To undertake advocacy in the Magistrates’ Court and the County Court;
4. To negotiate with third parties to ensure the optimum outcome for the Council and external clients;
5. To attend relevant committees, sub-committees and panels as required;
6. To attend such meetings with officers, members and/or external clients as may be required to provide legal advice;
7. To input into reports and records of decision;
8. To instruct and work in conjunction with external legal advisors as required;
9. To continually monitor the inception of new legislation and case-law relevant to the post-holder’s areas of practice and to promptly advise on the implications arising therefrom;
10. To carry out any other legal work as the exigencies of the Service dictate;
11. To comply with the principles and requirements of the Data Protection Act 2018 and the GDPR in relation to the management of Council records and information;
12. To comply with the principles and requirements of the Freedom of Information Act 2000;
13. To comply with the Council’s information security standards, its requirements for the management and handling of information and to use Council information only for authorised purposes; and
14. To carry out all duties with full regard to the Council’s Equality Policies; Health and Safety Policy, rules and regulations; Code of Conduct and all other Council policies.

Prepared by: Julienne Collinson

Position: Assistant Head of Law and Governance

Date: May 2019