



JOB DESCRIPTION

POST TITLE	SOLICITOR / LAWYER
DIRECTORATE	LAW & GOVERNANCE
GRADE / SALARY	GRADE
RESPONSIBLE TO	LEGAL MANAGER
RESPONSIBLE FOR	PROCUREMENT TEAM (consisting of 1 FTE and 1 part time officer)

JOB PURPOSE

To provide appropriate advice and ensure the proper completion of legal documentation and keeping of adequate records relating to all aspects of local government law to assist in the provision of a high quality and customer- orientated legal service to the Council

DUTIES AND RESPONSIBILITIES SPECIFIC TO THE POST

1. To provide high quality professional advice and support to client departments and ensure compliance with relevant professional standards
2. Deputising for the Legal Manager in his or her absence.
3. To participate in the development of the legal service.
4. Management of the Procurement Team.
5. To allocate appropriate work to and supervise the Legal Assistant.

6. To provide assistance to colleagues in their continued development and where appropriate supervise officers within the Legal Services department in the absence of the Legal Manager.
7. Preparing reports to committees as appropriate
8. Drafting documents including contracts, pleadings, planning obligations, planning enforcement notices, statements etc.
9. To provide accurate and timely legal advice on complex matters on Council wide matters with particular expertise in two or more of the following areas planning, licensing, contracts and procurement, environmental health, employment.
10. To provide advocacy support by representing the Council in appropriate courts, tribunals and inquiries and where appropriate instruct barristers on the Council's behalf.
11. Interviewing potential witness and drafting statements for use in courts, tribunals and public inquiries.
12. Advising officers on transparency requirements, data protection and freedom of information legislation,
13. Drafting and reports to committees and appearing as the Council's legal advisor at committees and panels.
14. To provide advice and assistance on procurement and contract matters in accordance with the Council's procurement rules and legislation.
15. To provide advice and assistance to Council departments on Council governance matters including advising officers on the Council's constitution.
16. To provide advice and assistance on matters being developed through the Council's commercialisation strategy.

CORPORATE RESPONSIBILITIES

1. To comply with the requirements of Health and Safety legislation, including HDC's Policy & Procedure
2. To comply with the requirements of Data Protection legislation, maintaining confidentiality at all times
3. To comply with the Council's commitment to Equality and Diversity
4. To comply with all policies and procedures of HDC relevant to the role
5. To undertake learning and development activities which will enhance your capabilities and the overall capacity and performance of the Council

6. To undertake other duties relevant to and commensurate with the pay grade of the post
7. To comply with and work to the spirit of the Organisational Values – see list below

ORGANISATIONAL VALUES

- **OPEN** – honest and transparent in the provision of our services to the community
- **RESPONSIBLE** – and accountable for our actions as individuals and as an organisation
- **CUSTOMER FOCUSED** – and committed to providing and improving upon a high quality, customer focused service
- **FAIR** – to all on an equal basis
- **RESPECTFUL** – and value our work colleagues and stakeholders

