

Northumberland County Council
JOB DESCRIPTION

Post Title: Trainee Solicitor	Director/Service/Sector: Legal Services		Office Use
Band: 5	Workplace:		JE ref: 2877
Responsible to: Legal Services Manager	Date: 26/06/19		HRMS ref:

Job Purpose: To support Northumberland County Council's objectives by providing high quality professional advice and support.

Key Functional Responsibilities:

The work will include but not be limited to: acquiring legal expertise and skills through experience and training in the following areas of work; civil and criminal litigation, contracts, conveyancing , children's social care, adult social care , Licensing, planning and highways.

Resourcs	
Staff	None
Finance	Working across all groups within the Council under supervision to ensure robust legal arrangements are in place. Provision of high quality legal information and advice to members and officers.
Physical	Extensive involvement with legal issues, which can be complex and confidential, ensuring they are administered correctly as per regulatory requirements and Council Policies and Procedures.
Clients	The post holder will undertake a range of tasks across all areas of the Council and will have regular contact with a variety of members and officers including some external clients. The post holder will also be expected to contribute to and support the achievement of the Council's corporate objectives.

Duties and key result areas:

1. To carry out the duties given by employees of the County Council faithfully and diligently and follow all reasonable instructions.
2. To treat all information about the County Council and any external clients as confidential.
3. To deal properly with any money or property entrusted to the Trainee Solicitor.
4. To keep a proper record of all work done and training received.
5. To comply with all requirements of the Law Society.
6. To attend courses and interviews as required by the Law Society and the Legal Services Manager.
7. Undertake efficiently and effectively any specific ad hoc projects that are allocated.
8. Achievement of appropriate performance targets for the Team.
- 9.

Work Arrangements

Transport requirements:	May be required to travel to other Council premises or Court.
Working patterns:	Normal office hours but flexi-hours apply.
Working conditions:	Office based.

Northumberland County Council
PERSON SPECIFICATION

Post Title: Trainee Solicitor	Director/Service/Sector: Legal Services	Ref: 2877
Essential	Desirable	Assess by
Qualifications and Knowledge		
Will have completed the Legal Practice Course before commencing traineeship First class or 2:1 Honours degree in law or non-law 3 'A' levels (Grade A or B) and 5 GCSE's or recognised equivalent including Maths and English (Grade C or above).		A/E/I
Experience		
	Working as part of a large organisation. Working within a Local Government legal team. Experience in a law office.	A/I A/E/I
Skills and competencies		
Able to identify, analyse and interpret information from a range of sources and develop appropriate solutions. Able to work as part of a team. Able to work on a project basis. Positive and flexible attitude to work – particularly new initiatives. Able to manage a diverse and varied workload including studying. Able to maintain a clear overview of the key issues and prioritise effectively. Significant ICT skills. Able to negotiate and influence effectively and sensitively, verbally and in writing. Able to communicate and build productive working relationships with all clients.	Demonstrate a sound working knowledge of legal standards and practices.	A/I
Physical, mental and emotional demands		
Ability to deal with conflicting demands within tight time-frames. Exposure to material or situations with the potential to cause distress when dealing with controversial or difficult situations such as children's social care or evictions.		A/I
Motivation		
Desire to learn, develop and succeed, seeking opportunities for personal development and to put experiences from learning into practice. Proactive and determined to achieve objectives and targets. Able to work on own initiative with minimum supervision. Evidence of commitment to and interest in studying for a professional qualification.		A/I

Other

A commitment to the Council's equal opportunities policy.
Able to meet the transport requirements of the post.

A/I

Key to assessment methods; (a) application form, (e) evidence (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits