



## **Job profile**

# **Solicitor (Prosecutions, Licensing & Regulatory)**

## **Grade L**

**Group:** Corporate Services & Governance

**Service:** Legal & Democratic Services

**Location:** Civic Centre

**Line Manager:** Litigation Manager

**Car User Status:** Casual

### **Job Purpose**

Under instruction from the Litigation Manager to provide legal advice, support and advocacy in the Litigation Service covering the Council and its traded services.

### **The key roles of this post will include:**

- To provide legal advice in connection with prosecutions, licensing and regulatory matters.
- To represent the service in Court and Committee as required.
- To ensure compliance with all legal timescales and client SLA's.
- To build relationships with Clients and key stakeholders.
- To instruct Counsel or external specialists as and when required.
- To be fully conversant with relevant criminal and civil procedure rules, legislation, guidance, policy and case law.
- To provide training to elected Members, Client services and legal support officers.
- To maintain close liaison with the Litigation Manager on all issues.
- Such other responsibilities allocated which are appropriate to the grade of the post.



## **Knowledge & Qualifications**

### **Essential:**

#### **Knowledge**

- Areas of law relevant to the post - legislation, guidance, policy, case law
- Criminal and civil procedure rules
- Single Justice Process
- Supervising the work of junior members of staff

#### **Experience**

- Advocacy and advising Committees
- Legal practice and procedure
- Drafting and presentation
- Advocacy
- Team working
- Flexible approach
- Working to deadlines

#### **Qualifications**

- Qualified Solicitor/Barrister
- A minimum of 2 years PQE in criminal litigation claims

### **Desirable:**

#### **Knowledge**

- Local Government law and practice



## Competencies

### Customer Focus

Puts the customer first and provides excellent service to both internal and external customers

### Communication

Uses appropriate methods to express information in a clear and concise way to make sure people understand

### Team Working

Works with others to achieve results and develop good working relationships

### Making things happen

Takes responsibility for personal organisation and achieving results

### Flexibility

Adapts to change and works effectively in a variety of situations

### Learning and Development

Actively improves by developing and applying new skills and knowledge and learns from past experiences