



Job Profile

Solicitor Grade L

Group: Corporate Services and Governance

Location: Civic Centre

Service: Legal and Democratic Services

Line Manager: Legal Manager – Property, Planning and Projects

Car User Status: Casual

Job Purpose

Under instruction from the Legal Manager – Property, Planning and Projects, to provide a full range of legal advice and support to the Council, in relation to Planning, highways, road traffic, rights of way, and village green cases.

The key roles of this post will include:

- Under the general management of the Legal Manager- Property, Planning and Projects and overall control and strategic guidance of the Service Director, Legal and Democratic Services, to provide planning, highways, traffic, rights of way, and village green legal advice and support across the full range of the Council's functions.
- To advise on and draft highways agreements and traffic regulation orders.
- To provide legal support to the Council's Planning and Development Committee and to advise planning and planning enforcement matters and to draft planning agreements.
- To advise on and draft Definitive Map modification orders.
- To act as legal adviser to the council's rights of way committee and to draft and present reports to that committee in respect of Definitive Map modification orders.
- To advise on and deal with village green applications.
- To advise on enforcement options and procedures, and to draft enforcement notices and orders and advise on template orders and notices as appropriate.



- To advise the council in relation to inquiries and to represent the council at inquiries or instruct counsel as appropriate.
- Liaison and co-operation with all client services where appropriate.
- Working closely with other services within Corporate Services and Governance to ensure consistency of approach, development of working practices and skills development.
- To attend meetings both inside and outside the Council (sometimes outside normal working hours) including committees, sub-committees, working groups and meetings with officers and members of the Council, other authorities and members of the public, including travelling where required.
- Liaison with and, where required, guidance to other members of Legal Services including supervision of lower graded staff.
- To undertake such other duties and responsibilities as may reasonably be required.



Knowledge and Qualifications

Essential

Knowledge of:

- Areas of law relevant to the post

Qualifications:

- Qualified Solicitor/Barrister
- At least 2 years PQE including highways, traffic and planning advice.

Experience of (and advanced skills in):

- Providing planning, highways, traffic, rights of way, and village greens advice
- Research
- Communication
- Negotiating
- Drafting
- Team working

Desirable

Knowledge of:

- Local Government law and practice
- Constitutional structure of the Council

Experience of:

- Working in local government
- Commercial law



Competencies

Personal Impact

Is self-aware, acts proactively, accepts personal responsibility and learns continuously adapting behaviour in response to feedback.

Communication

Shares and listens to information, opinions and ideas using a range of effective methods.

Focusing on Results

Plans and monitors service delivery. Works with others to enhance provision. Strives to provide a quality service and continuously improve delivery.

Serving the Community

Develops responsive customer focused services, operates professionally and with sensitivity.

Delivering Partnerships

Promotes co-operation by working with external partners to plan, develop and deliver the best service.

Political Awareness

Appreciates political interests, positions and policies and their impact on the Council and their role.