| Job Title:  | Solicitor (Part-Time) x 2 |
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| Service Area:  | Law & Democracy |
| **Band & SCP:** | Band 8 / SCP 28 - 31 (£37,938 - £40,476) (Pro-Rota) |
| Reports to:  | Head of Law & DemocracyLegal & Democratic Services Manager |
| Team: | Legal Services |
| **Location:**  | Brocks Hill Council Offices, Washbrook LaneOadby, Leicester, LE2 5JJHybrid (Office and Flexible Working) |

**Agile Working**

This post is a hybrid role which will involve a blend of office and flexible working.

**Main Job Purpose**

To provide expert in-house legal services on contentious and non-contentious matters, including contracts, leases, conveyancing, prosecutions, and litigation, supporting all aspects of the Council's work. The role involves collaborating with corporate and senior leadership to achieve strategic objectives, ensure statutory compliance, and delivering cost-effective legal solutions aligned with corporate goals. Additionally, the role fosters a customer-focused culture committed to delivering high-quality service with both internal and external clients.

**Key Responsibilities**

1. To support the Head of Law & Democracy and the Legal & Democratic Services Manager in providing advice, assistance and representation to all levels of the Council, including Council Departments and Councillors, together with external local authority and other public sector clients, including but not limited to:
2. Researching and giving a range of legal advice (including complex matters as may be allocated) across a broad spectrum of issues spanning all the Council’s functions.
3. Having conduct of allocated casework and completing any actions to progress and conclude such casework, including the assessment of evidence and case merits.
4. Conducting litigation and other (quasi) legal proceedings, and providing or facilitating advocacy in Court, Tribunals or other hearings where advocacy is required, including:
* Appeals, applications and prosecutions in the Magistrates’ Court, including regulatory (planning and environment) offences, anti-social behaviour orders, entry and other warrant applications, taxi and premises licensing appeals;
* Housing possession and disrepair proceedings in the County Court.
1. Conveyancing (associated transactions) for example, leases and licences, sale and purchase of commercial property, disposals under the Right to Buy Scheme.
2. Drafting, reviewing, negotiating and completing contracts, deeds and other legal instruments, orders and documents including, works and services contracts, grant agreements, planning obligation (section 106) agreements, service level agreements.
3. Reviewing, implementing and disseminating novel legislation, guidance and policy, including to provide training (where appropriate) to staff and Members of the Council.
4. Acting (where required to do so) as the clerk / legal advisor / legal representative primarily to standing quasi-judicial committees, providing advice and explanations on the legal implications of decisions on proposed courses of action and policy.
5. Assisting the Head of Law & Democracy (as Monitoring Officer) and Legal & Democratic Services Manager (as Deputy Monitoring Officer) in matters of corporate governance, conduct, standards and ethics as may directed.
6. Assisting (when required to do so) the wider team with committee administration, servicing of committees, licensing, electoral and emergency planning duties, and undertaking any other reasonable duties commensurate with the grade.

**Additional Requirements**

1. Carry out additional duties commensurate with the grade for the post as and when required.
2. Embrace and promote our Values & Behaviours
3. Promote equality, diversity and inclusion in line with our policies and procedures.
4. Comply with the Data Protection Act 2018, the Computer Misuse Act 1990, the Human Rights Act and the Freedom of Information Act 2000, or any statutory re-enactment thereof at all times.
5. To take all necessary steps to ensure that information acquired through their employment or contained within the Council is kept confidential.
6. Take responsibility for personal development.
7. Work outside of normal working hours on an ad-hoc basis to attend meetings or complete essential tasks.
8. Ensure that all Policies and procedures are followed.
9. Demonstrate commitment to and support for safeguarding and promoting the welfare of children, young people and vulnerable adults.

**Note:** This is a description of the job at the point it was developed and it may be necessary to vary duties and responsibilities from time to time. We will periodically review job descriptions to ensure that they relate to how the job is carried out and to incorporate any changes that are required. We will aim to reach an agreement to any reasonable changes with the postholder but if agreement is not possible we reserve the right to insist on changes to the job holder after consultation with the postholder.