

## Role Profile

This section provides key information relating to the role

<b>Job Title:</b>	Trainee Solicitor (as regulated by the SRA)		
<b>Post No:</b>	P01702	<b>Grade:</b>	E
<b>Team:</b>	Legal and Land Charges	<b>Location:</b>	Campus East
<b>Responsible to:</b>	Principal Lawyer - Litigation		
<b>Responsible for:</b>	N/A		

### Overall job purpose:

To train as a solicitor by working in at least three distinct areas of law, both in contentious and non-contentious areas of work, and to gain admittance to the roll of solicitors.

To assist the Legal and Land Charges service in its delivery of the highest quality legal advice to clients, including the cabinet, committees, other council bodies and elected members.

The principal areas within the scope of the Legal and Land Charges Team are:

**Property/Conveyancing** – Regeneration, Commercial and Residential property, Conveyancing, Planning.

**Litigation** – Criminal and Civil Law, Housing, Planning and Public Law

**Local Land Charges** - Searches

To contribute to the effective operational management of the Legal and Land Charges service in order to deliver a high quality and cost-effective Legal and Local Land Charges service to the council.

**Procedural Context:** This is a fixed term contract for 2 years. The training will be carried out in accordance with the requirements of the Solicitors Regulation Authority ("SRA").

### Key areas of focus:

1.	To deliver legal and local land charges services to a sound professional standard appropriate to a Trainee Solicitor in accordance with instruction given by or on behalf of the Training Principal.
2.	To deal with legal casework as directed including preparation of court bundles and undertake or arrange representation in courts, tribunals or inquiries.
3.	Provide support to clients and drafting legal documents.
4.	Advise and guide client services as required.

5.	Engage effectively with all clients and customers in order to understand their service requirements and to deliver on these.
6.	Maintain any legal databases and systems as directed.
7.	Plan and prioritise allocated work efficiently and support the continuous improvement of the Legal and Land Charges team.
8.	Ensure supervisors are kept updated on case and other matters as required.
9.	Undertake legal research and analyse case law in order to give advice or guidance.
10.	Conduct all work in accordance with practice management standards laid down by the Law Society and all other departmental and corporate performance standards in order to maintain a standard of excellence.
11.	Meet the Practice Skills Standards during the training contract to gain admittance to the Solicitors Roll by attendance at and successful completion of courses set by the Solicitors Regulation Authority (SRA).
12.	To undertake the relevant professional training as required.
13.	To promote equality and diversity in the workplace and in the services of the Council and to deliver the Council's equalities and diversity priorities.
14.	The ability to converse with ease with other staff and members of the public and to provide advice in accurate spoken English is essential for this post.
15.	Any other duties that are commensurate with the level and grade of this post.

### Role Requirements

The following outlines the criteria for this post.

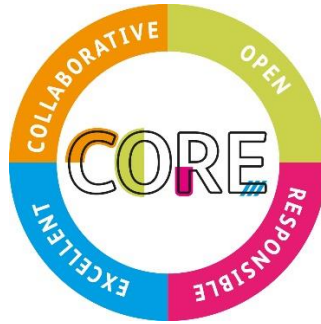
Criteria	Essential	Desirable	Assessment Criteria
<b>Qualifications and experience</b>			
Law degree or equivalent	x		AP
Achievement of the Legal Practice Course ("LPC")	x		AP
Experience of working in a legal service or law practice office environment		x	AP/AS/IN

<b>Knowledge</b>			
A strong understanding of the law and ability to apply to practical situations	x		AP/IN
Ability to manage and handle confidential and sensitive information and data	x		IN
<b>Skills and abilities</b>			
Experience of working with IT on a regular basis including Microsoft Office, legal online resources etc.	x		AS
Problem solving skills and initiative	x		AS/IN
Ability to process and create accurate documentation including committee reports, minutes and other legal documentation	x		AP/AS/IN
Ability to meet deadlines and manage conflicting priorities	x		AS/IN
Ability to concentrate and produce accurate court pleadings and any other necessary legal documentation	x		AS
The ability to converse with ease with other staff and members of the public and to provide advice in accurate spoken English is essential for this post.	x		AS/IN

<b>Other attributes</b>			
Willingness to undertake any required relevant training (LPC or equivalent)	x		IN
Excellent written and verbal communication skills, including presentation skills	x		AP/IN
Ability to deal with sensitive issues and vulnerable groups	x		IN

**Assessment Criteria:**  
**(AP) Application, (AS) Assessment, (IN) Interview**

## Our Values and Behaviours



Our CORE values are key to delivering our vision, plans and strategies.

Collaborative	Open	Responsible	Excellent
We <b>work</b> together to get things done	We <b>behave</b> with integrity & fairness	We <b>take</b> responsibility for our actions and decisions	We <b>perform</b> at our best & strive for excellence

It's really important that you have a genuine passion for doing a great job and our behavioural competency framework sets out how we want people to work, ensuring everyone is valued, supported and empowered.

These competencies will be assessed throughout the recruitment and selection process, as well as part of your ongoing development and progression.