



## Role Profile

This section provides key information relating to the role

<b>Job Title:</b>	Graduate Solicitor Apprentice (as regulated by the Education and Skills Funding Agency and the Solicitors Regulation Authority ("SRA"))		
<b>Post No:</b>	P01703	<b>Grade:</b>	E
<b>Team:</b>	Legal Services	<b>Location:</b>	Campus East
<b>Responsible to:</b>	Assistant Director – Legal and Governance (Monitoring Officer)		

### Overall job purpose:

The ideal candidate will have the confidence to deal with various individuals and groups. You will be supported to undertake recognised qualifications whilst gaining invaluable on-the-job experience. You will need to be a team player, reliable, adaptable, conscientious, and able to work to instructions.

- Progressing legal matters and transactions
- Applying legal knowledge and commercial judgement to produce solutions which meet clients' needs and addresses their circumstances
- Deploying the full range of legal skills: research, interviewing and advising, negotiation, drafting, communicating orally and in writing
- Establishing and maintaining effective and professional relationships with clients and other people
- Managing yourself and your work effectively
- Working with the legal team to complete transaction processes
- Amending documents where necessary and ensuring that files are kept up to date
- Assisting with drafting

### Key areas of focus:

1.	To deliver legal services to a sound professional standard appropriate to a Graduate Solicitor-Apprentice in accordance with instruction given by or on behalf of the Training Principal.
2.	To deal with legal casework as directed 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 customers to understand their service requirements and deliver on these.
6.	Maintain any legal databases and systems as directed.
7.	Ensure supervisors are kept updated on case and other matters as required.

8.	Undertake legal research and analysing case law to give advice or guidance.
9.	Ensure that client confidentiality is always maintained.
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 SRA's Qualifying Work Experience requirements during the training contract to gain admittance to the roll of solicitors by attendance at and successful completion of courses set by the SRA.
12.	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.
13.	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.
14.	Any other duties that are commensurate with the level and grade of this post.

### Role Requirements

The following outlines the criteria for this post. Applicants should describe in their application how they meet the criteria

Criteria	Essential	Desirable	Assessment Criteria
<b>Qualifications and experience</b>			
Degree or equivalent (minimum 2:1)	x		AP
Demonstrable experience of working with IT on a regular basis including Microsoft Office, legal online resources	x		AP/AS/IN
Law degree or equivalent (minimum 2:1) obtained within the last 3 years		x	AP
<b>Knowledge</b>			
<b>Skills and abilities</b>			
Excellent written and verbal communication skills, including presentation skills	x		AS/IN
Excellent attention to detail	x		AS/IN
Problem-solving skills and initiative	x		AP/AS/IN

Demonstrate ability to meet deadlines and manage conflicting priorities	x		AP/AS/IN
<b>Other attributes</b>			
Ability to maximise the use of IT systems to improve efficiency and quality of work	x		AS/IN
Ability to work in a team	x		IN
Ability to deliver excellent standards of client care	x		AP/AS/IN
Willing to work flexibly in order to meet deadlines	x		AS/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.

<b>Collaborative</b>	<b>Open</b>	<b>Responsible</b>	<b>Excellent</b>
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.