

CROYDON COUNCIL

ROLE PROFILE AND PERSON SPECIFICATION

DEPARTMENT:

DIVISION:

JOB TITLE: Solicitor

N.B: If you have any issues printing this document please contact HR

ROLE PROFILE

Job Title: Solicitor

Department:

Division:

Grade:

Hours (per week): 36

Reports to: Head of Corporate, Commercial and Planning (Deputy MO)

Responsible for: N/A

Role Purpose and Role Dimensions:

To provide a range of specialist complex legal advice predominantly regarding contracts, redevelopment projects, planning matters, procurement issues, local government law and other areas of practice where necessary. Ensuring the principles of good governance, and that priorities are met in accordance with the regulatory framework.

Make an effective contribution to the development and delivery of Corporate & service strategies, policies and operational plans that secure the achievement of service and council objectives.

Work within a team for the provision of highest quality, outcomes focused and responsive legal services to clients.

Commitment to Diversity:

As a member of the Legal Division to take individual and collective professional responsibility for championing the council's diversity agenda and proactively implementing initiatives which secure equality of access and outcomes. Also to commit to continually developing personal understanding of diversity.

Key External Contacts:

Other Local Authorities, Central Government departments, Contractors, Developers, Third Party Sector, professional bodies, Solicitors, Council's external Solicitors

Key Internal Contacts:

Line Manager - Head of Corporate, Commercial and Planning (Deputy Monitoring Officer), Director of Legal Services and Monitoring Officer, Officers at all levels across the organisation and elected Members, Other Heads of Legal Services and Departmental finance officers.

Key Accountabilities:

To act as a legal advisor to clients in relation to some or all of the following - contract, procurements, trading, property and planning. Providing legal expertise on highly complex issues for the council, complying with the Council's statutory and contractual obligations.

Advising client and negotiating with third parties on all aspects of multiple contracts. Negotiating on projects involving multiple agencies and client interests.

Act as a source of legal advice and support to any of the client Committees and other decision-making bodies, responding to complex legal arguments on behalf of Members, Chief Officers, project boards and departments.

Develop effective partnerships with external and internal stakeholders to co-ordinate services and collaborate on projects and ensure a multi-disciplinary approach.

Responsible for contributing to/ or managing projects, providing expertise on risk and strategy management within the area of specialism.

Re-negotiating and concluding contractual arrangements with Solicitors, Barristers, Valuers and Land Agents, and external agencies

To co-ordinate legal work and/or corporate strategies that cross service, organisational and/or professional boundaries
To promote the Legal Services Operational plan and contribute to further areas of development to both existing and potential work streams.

Undertake research to respond on legal issues and contractual disputes arising including, where necessary, providing advocacy, briefing Counsel and/or consultants and instructing experts.

To support the Leadership team in building and maintaining effective working relationships with clients to ensure delivery of a seamless and client and commercially focused service.

To comply with practice management and compliance. Ensure continuous competency by partaking in, or contributing to, training and mentoring.

Green Commitment:

Ensuring both individual and teamwork meets the Council's Green Commitment Policy goals in reducing energy consumption and waste, increasing renewable energy use and recycling, contributing to a reduction in traffic congestion and using sustainable materials.

Data Protection:

Being aware of the council's responsibilities under the Data Protection Act 2018 and UK GDPR for the security, accuracy and relevance of personal data held, ensuring that all administrative and financial processes also comply.

Maintaining customer records and archive systems in accordance with departmental procedures and policies as well as statutory requirements.

Confidentiality:

Treating all information acquired through employment, both formally and informally, in confidence. There are strict rules and protocols defining employee access to and use of the council's databases. Any breach of these rules and protocols will be subject to disciplinary investigation. There are internal procedures in place for employees to raise matters of concern regarding such issues as bad practice or mismanagement.

Equalities and Diversity:

The council has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and promote its policies in their own work, undertake any appropriate training to help them to challenge prejudice or discrimination.

Health and Safety:

Being responsible for own Health & Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment and report defects and hazards to management. Managers should carry out, monitor and review risk assessments, providing robust induction and training packages for new and transferring staff, to ensure they receive relevant H&S training, including refresher training, report all accidents in a timely manner on council accident forms, ensure H&S is a standing item in team meetings, liaise with trade union safety representatives about local safety matters and induct and monitor any visiting contractors etc, as appropriate.

**Is a satisfactory disclosure
and barring check required?**

[\(click here for guidance on
DBS\)](#)

**What level of check is
required?**

Is the post politically restricted

[\(Click here for guidance on political restriction\)](#)

**Is the post exempt from
the Rehabilitation of
Offenders Act (ROA) 1974**

[\(Click here for guidance on
ROA \)](#)

PERSON SPECIFICATION

Job Title:

Solicitor, Legal Services

Essential knowledge:

A Solicitor (or equivalent, including CILEX) with either with a current practising certificate or eligible to apply for a practising certificate.

A thorough and comprehensive understanding practical understanding of local government law and the impact of human rights and equalities legislation; including Data Protection/ GDPR and Freedom of Information.

Comprehensive and detailed knowledge in relation to the Law in;
- Contracts and Procurement

Excellent communication and presentation skills and ability to be impactful with people of varying levels of seniority and experience

Good legal research and scrutiny skills. Ability to interpret legislation and summarise the key points of relevant legislation and case law.

Essential skills and abilities:

Excellent time management skills and the ability to work to deadlines whilst maintaining a high level of attention to detail

Ability to work pro-actively under own initiative, prioritising work and meeting deadlines

Ability to communicate effectively both verbally and in writing with a range of persons/organisations

Ability to be flexible regarding working hours

Ability to use Microsoft Office Packages including Word, Excel, PowerPoint, email, internet and diary software

I.T. literacy including confidence to work with CRM and data management systems

Organised and efficient with attention to detail

Essential experience:

Knowledge of and ability to apply local government constitutional and administrative law, as well as some experience of procurement legislation, contract, property or commercial law

Drafting legal documents including, contracts and planning and highways agreements.

Experience in good governance arrangements, to maintain democratic legitimacy of the Council's work to support effective decision making.

Experience of writing briefings for Members, chief officers and senior managers which are clear and concise.

Excellent, written, oral and presentational skills.

Experience of undertaking and advising on high level complex cases or projects. Experienced member of a project team required to deliver on high level strategic projects.

Success in building and sustaining effective relationships.