

# Job Description

## Section A: Job Profile

*The job profile outlines key information relating to the salary and working conditions e.g., location of a job, along with the current focus of the role and a brief description of the main duties.*

### Job Details

Job Title:	Solicitor/Lawyer Level 1
Salary:	£44,711 - £47,754 / £48,710- £51,802
Grade:	GRD 12 through to 13 (Career Graded)
Hours:	<i>37 per week. We are open to discussions about flexible working.</i>
Team:	Legal Services
Service Area:	
Primary Location:	<p><i>County Hall, Oxford OX1 1ND.</i></p> <p><i>Please note we are actively looking at our ways of working using everything we have learnt and heard from our people about the organisational and personal benefits of agile working. What you can absolutely expect from working at Oxfordshire County Council (OCC) is that you will have the support to do your job and deliver great results, wherever you are based. Each role at OCC is different and we know the needs of individuals are also varied, and so our approach to where and how often we would like to see you in person will be taken depending on the requirements of the role and in collaboration with you as part of the recruitment process</i></p>
Budget responsibility:	None
Responsible to:	Senior Solicitor
Responsible for:	Legal Assistant
Political Restricted Post:	Yes

### Job Purpose

To be a key lawyer in an in-house legal team, contribute to delivering an efficient and high-quality legal service to enable the council to deliver its corporate priorities. This post is a great opportunity to develop a legal career within a high performing aspirational local government legal team.

### Job Responsibilities

*This is a bullet point list of the main duties or tasks that the post holder will be expected to undertake.*

- Deliver high quality legal advice and services to Directorates and Corporate Services including, where appropriate, drafting documents and legal agreements, to ensure that policy is formulated, and operational decisions are taken on a sound legal basis.

- Undertake negotiations to protect and further the objectives of the Council, and, where necessary, undertake litigation and advocacy in the courts, tribunals, Statutory appeals and inquiries.
- Participate in project teams to ensure the achievement of the Council's objectives and the delivery of high-quality legal advice and services to client Services, Departments and, where appropriate, contractors.
- Identify, research and anticipate the effects on service provision of new developments in the law to ensure that clients can adopt best practice in the delivery of timely and responsive services.
- Provide legal and procedural advice to Members and training to Members and client Services, Departments and, where appropriate, contractors to ensure that policy and operational decisions are taken in the most beneficial and effective manner.
- Any other duties as may be deemed necessary to carry out the full remit of the role.

#### **NQ - 1 Year PQE (Grade 12)**

- To carry a caseload of legal work, largely unsupervised, within the lawyer's specialism and to be responsible for completing all aspects of the task in accordance with good legal practice and client service specification.
- To manage the relationship with external legal advisors appointed in connection with provision of legal advice related to Oxfordshire Council.
- To instruct Counsel when appropriate or advised and to assist Counsel in the presentation of cases to the Court when necessary.
- To undertake a range of specific tasks as directed by the appropriate Senior Lawyer and Principal Solicitor/Head of Legal under appropriate supervision.
- To undertake such other duties and responsibilities as may be allocated from time to time. This will include Committee attendance as legal advisor as necessary.
- To compile and report statistical information.
- To actively contribute towards the continual improvement of the service and make effective use of case management systems.
- To attend and advise the Cabinet and any committees, sub-committees, panels or other meetings whatsoever as may be directed (including those held in the evening), drafting reports to members and such bodies and attending meetings.
- To undertake advocacy on behalf of the Council in such courts, tribunals or inquiries as may be required.
- To provide assistance as directed regarding the legal work of the Council emanating from the Council's Cabinet and the committees, sub-committees or panels of the Cabinet or Council.
- Keeping up to date with changes in law and practice including the policies and procedures of clients and anticipating potential new developments wherever possible.
- To undertake as required legal research and to prepare appropriate advice on the results of such research including advising the council on risk and mitigations.
- Assisting the Senior Solicitor, Head of Law and Legal Business Partner and Head of Legal to identify ways in which the quality and cost effectiveness of the service provided by the team and

the Section and the relationships with clients can be improved, liaising with clients on a regular basis

- Acting as a representative of the Legal Services Section at meetings and other functions and always presenting the Service in a positive image consistently with our stated objectives.
- Training client officers and other groups and providing briefings and updates on changes in the law as appropriate.
- To draft all legal documents as required in the preparation of Court proceedings.
- To meet the chargeable hours, target for the post and to ensure that the agreed performance and quality standards as fixed by the Legal Services Management Team are met.
- To assist the Senior Solicitor/Principal Solicitor/Head of Legal in developing effective procedures and reporting mechanisms on the performance of the legal team

### **Post 1 year (subject to competency match for Solicitor 1) Grade 13**

As above, and

- Hold a more varied and complex case load with minimal supervision
- Undertake more complex proceedings with minimal supervision
- Undertake more complex advocacy work, if necessary.
- Support junior legal colleagues in their work and role modelling the quality of legal work required.
- Work autonomously and reliably on more complex or difficult projects and policies in the specialist areas
- Develop productive, flexible and collaborative working relationships with client directorate officers, other cross cutting/corporate officers and legal service colleagues

## **Our Values**

Our organisational values underpin everything we do and say and are supported by policies, processes and guidance. In short, our values describe 'the way we do things here' so that we deliver great services for our residents. Our values are:

- Always learning
- Be kind and care
- Equality and integrity in all we do
- Taking responsibility
- Daring to do it differently

Everyone that works for us demonstrates their commitment to these values. We will ask you to demonstrate your commitment to these values, and their associated behaviours, throughout the application process.

## **Section B: Selection Criteria/Person Specification**

This section provides a list of essential and desirable criteria that detail the skills, knowledge, behaviours, qualifications and experience that a candidate should have to perform the job.

Each of the criteria listed below, and your commitment to our values, will be measured through the application form/CV (A) and optionally one or more of the following - a test / exercise (T), an interview (I), a presentation (P) or documentation (D). You must provide a supporting statement as part of your application which includes examples and evidence of when you have demonstrated the criteria listed below.

<b>Essential Criteria</b>	<b>Assessed By:</b>
<ul style="list-style-type: none"> <li>• A command of written and spoken English which is appropriate for the effective performance of the role ability to produce high quality, accurate work to deadlines.</li> <li>• Demonstrate strong and effective communication and strong interpersonal skills.</li> <li>• Work effectively as an individual on own initiative and as a member of a team and with staff at all levels within the Service, Directorate, Council, and other organisations.</li> <li>• Demonstrate strong effective organisational skills and to manage and prioritise own workload producing and administering correspondence and documentation to a very high standard.</li> <li>• Ability to follow and work to standard office procedures, Microsoft applications and data bases and familiarisation with Case Management Systems and/or data entry, including demonstrating accurate keyboard skills.</li> <li>• Demonstrate confidentiality required to handle complex and sensitive legal matters.</li> <li>• Manage own caseload with limited supervision and working to deadlines and under pressure and demonstrating ability to think logically and innovatively to solve problems.</li> <li>• Excellent knowledge and understanding of relevant areas of law and practice; ability to research quickly in unknown areas of law, learn new areas of law and make a professional judgement and provide accurate and definitive advice.</li> <li>• Demonstrate concise and assertive communication skills and negotiation skills, both oral and written excellent drafting skills, including ability to communicate with people at all levels including management, officers, councillors, members of the public and court officers.</li> <li>• Experience of Criminal Litigation/Civil Litigation/Advocacy/Planning/Environment and Highways/Adult Social Care/Children Social Care/Education as required by role.</li> <li>• Experience working within a legal practice/in house legal department</li> </ul>	<p>A/T//P/D And Competency Matrix</p>
<p>Minimum Educational Requirements</p> <ul style="list-style-type: none"> <li>• <u>NQ Solicitor/CILEX Lawyer</u> Newly qualified Solicitor/ NQ CILEX Lawyer / NQ Barrister or qualified solicitor/CILEX lawyer/barrister.</li> <li>• <u>Solicitor 1</u></li> </ul>	<p><b>Assessed By:</b></p> <p>A/I/T</p>

Solicitor/CILEX Lawyer/barrister who can match Solicitor 1 core competencies (Legal Services Core Competency Framework).	
<b>Desirable Criteria</b>	<b>Assessed By:</b>
<ul style="list-style-type: none"> <li>Experience working within local government legal practice.</li> </ul>	A

## Section C: Pre-employment Checks

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates. Further information can be found here [Pre-employment checks](#)

Additional pre-employment checks specific to this role are identified below (those ticked).

<input type="checkbox"/>	Enhanced Disclosure and Barring Service check with Children's and Adults Barred List	<input type="checkbox"/>	Enhanced Disclosure and Barring Service check without an Adult/Children's barred list check
<input type="checkbox"/>	Enhanced Disclosure and Barring Service check with Children's Barred List	<input type="checkbox"/>	Enhanced Disclosure and Barring Service check with Adults Barred List
<input type="checkbox"/>	Standard Disclosure and Barring Service check	<input type="checkbox"/>	Basic Disclosure
<input type="checkbox"/>	Disqualification for Caring for Children (Education)	<input type="checkbox"/>	Overseas Criminal Record Checks
<input type="checkbox"/>	Prohibition from Teaching	<input checked="" type="checkbox"/>	Professional Registration
<input type="checkbox"/>	Non police personnel vetting	<input type="checkbox"/>	Disqualification from Caring
<input checked="" type="checkbox"/>	Other (please specify): Current Practising Certificate Solicitor Regulatory Authority / CILEX Lawyer Practising Certificate/ Member of Bar E&W		

## Section D: Working Conditions

This is a guide to the working conditions and the potential hazards and risks that may be faced by the post-holder.

### Health and Safety at Work

You are responsible for your own health, safety and wellbeing, and undertaking health and safety duties and responsibilities for your role as specified within Oxfordshire County Councils Health and Safety Policy.

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked).

<input type="checkbox"/>	Provision of personal care on a regular basis	<input type="checkbox"/>	Driving HGV or LGV for work
<input type="checkbox"/>	Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input type="checkbox"/>	Any other frequent driving or prolonged driving at work activities (e.g., long journeys driving own private vehicle or a council vehicle for work purposes)
<input type="checkbox"/>	Working at height/ using ladders on a regular/ repetitive basis	<input checked="" type="checkbox"/>	Restricted postural change – prolonged sitting
<input type="checkbox"/>	Lone working on a regular basis	<input type="checkbox"/>	Restricted postural change – prolonged standing
<input type="checkbox"/>	Night work	<input type="checkbox"/>	Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/>	Rotating shift work	<input type="checkbox"/>	Manual cleaning/ domestic duties
<input type="checkbox"/>	Working on/ or near a road	<input type="checkbox"/>	Regular work outdoors
<input checked="" type="checkbox"/>	Significant use of computers (display screen equipment)	<input type="checkbox"/>	Work with vulnerable children or vulnerable adults
<input type="checkbox"/>	Undertaking repetitive tasks	<input type="checkbox"/>	Working with challenging behaviours
<input type="checkbox"/>	Continual telephone use (call centres)	<input type="checkbox"/>	Regular work with skin irritants/ allergens
<input type="checkbox"/>	Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/>	Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/>	Work requiring respirators or masks	<input type="checkbox"/>	Work with vibrating tools/ machinery
<input type="checkbox"/>	Work involving food handling	<input type="checkbox"/>	Work with waste, refuse
<input type="checkbox"/>	Potential exposure to blood or bodily fluids	<input type="checkbox"/>	Face-to-face contact with members of the public
<input type="checkbox"/>	Other (please specify):		

November 2024  
Solicitor/Lawyer Level 1 - Career Graded