

# 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 2
Salary:	£52,805 - £56,070, pa pro rata for part time
Grade:	GRD14
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:	No
Responsible to:	Senior Solicitor
Responsible for:	Legal Assistant
Political Restricted Post:	No

### Job Purpose

To act as a senior and specialist legal advisor and support a significant portfolio of work which directly delivers on the Council's key priorities and areas of risk. The council will benefit from significant experience in a subject within a high performing legal service.

### Job Responsibilities

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

- Represent the Council and support the delivery of legal services to the Council
- Work closely with Elected Members and Directorate and Corporate teams as required to provide strategic support

- Represent Legal Services and the Council on relevant internal and external boards and partnership bodies
- Support the development and delivery of Service Level Agreements between Legal Services and internal clients
- Maintain the professional and technical knowledge, skills and experience required to provide legal support to Legal Services and internal clients
- Support the commissioning and organisation of external or internal resources appropriately to ensure that high quality, best value legal services are provided to the Council
- Proactively manage risks and opportunities in the best interest of the Council, promptly escalating issues of concern to the Senior Lawyer and Principal Solicitor
- Proactively work with internal clients to develop their knowledge, skills and business processes and promote a positive culture of continuous improvement in the best interests of the Council
- Provide leadership and direction by sharing technical expertise and judgment with colleagues, across the Team and across Legal Services where appropriate
- Adhere to the Legal Services Core Competencies Framework
- Deputise as necessary for the Senior Lawyers
- Hold a varied and complex case load with minimal supervision
- Undertake complex proceedings with minimal supervision including complex advocacy work, where required
- Support junior legal colleagues in their work and role modelling the quality of legal work required.
- Work autonomously and reliably on complex or difficult projects and policies in the specialist area
- Develop productive, flexible and collaborative working relationships with client directorate officers, other cross cutting/corporate officers and legal service colleagues.
- Any other duties as may be deemed necessary to carry out the full remit of the role.

## 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.

<p><b>Essential Criteria</b></p> <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 databases 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><b>Assessed By:</b></p> <p>A/T/I/P and competency matrix</p>
<p>Minimum educational requirements</p> <ul style="list-style-type: none"> <li>• Solicitor/CILEX lawyer/barrister with significant experience in subject area and matching core competencies Solicitor 2 (Legal Services Core Competency Framework).</li> </ul>	
<p><b>Desirable Criteria</b></p>	<p><b>Assessed By:</b></p>
<p>Experience working within local government legal practice.</p>	<p>A</p>

## 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 type="checkbox"/>	Other (please specify):	Current Practising Certificate as Solicitor /CILEX Lawyer/Barrister	

## 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 2 - Post 5 years qualification based on Competency Framework Match JD