



Role Profile

Solicitor			
Reference No.	I574.01	Type	Individual
Service	Legal Services		
Job Family	Professional 3	Grade	FC9

Purpose
To provide comprehensive legal advice and assistance to the Council in a wide range of legislative and statutory local authority functions. To attend court and tribunals as required.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Providing legal advice to councillors, managers and other appropriate officers and departments, on all matters affecting the Council.	<p>Educated to SCQF level 11, which includes a Masters Degree, Post Graduate Diploma, SVQ level 5 or equivalent eg Degree in Law and Post Graduate Diploma in Legal Practice or equivalent</p> <p>A current practising certificate issued by The Law Society of Scotland</p> <p>Experience of working quickly and accurately under pressure (Deliver results) – See ‘How We Work Matters’ Framework</p>	<p>✓</p> <p>✓</p> <p>✓</p>	
Providing high quality and timely advice relating to new legislation, statutory instruments, policy documents, circulars and case law required.	Communication skills	✓	

E = Essential Criteria D = Desirable Criteria

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Initiating or defending actions in courts or tribunals to which the Council is a party, including appearances in court or tribunal.	Experience of court work (Focus on customers)	✓	
Preparing and providing legal comments and opinions for committee reports and attend meetings and committees as required, to ensure timely professional advice informs the Council's decision-making process.	Experience of implementing changes in processes and procedures	✓	
Providing and assisting in the provision of training to client services, Council officers and elected members on legislation, case law and procedures.	IT skills (Embrace technology and Information)	✓	
	Team working skills (Work together)	✓	
To prepare, negotiate and revise contracts, legal agreements and deeds of all types including for the sale, purchase or leasing of property.	Interpersonal skills	✓	
Being aware of the various activities undertaken by the Council and offering appropriate advice in any instance where these activities may not be consistent with the law.	Accuracy skills and attention to detail in the preparation of written work	✓	
	Experience of carrying out analysis and identifying solutions. (Take ownership)	✓	
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:

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Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required

Type of Protection of Vulnerable Groups (PVG) or other Disclosure check (choose only one).	PVG Children <input type="checkbox"/>	PVG Protected Adults <input type="checkbox"/>	PVG Both <input type="checkbox"/>	None <input checked="" type="checkbox"/>
	Basic Disclosure <input type="checkbox"/>	Standard Disclosure <input type="checkbox"/>	Enhanced Disclosure <input type="checkbox"/>	

Additional Information – the following information is available:

- Skills Framework (if applicable)
- **How** we work matters

Expected Behaviours – It is essential that you display the following behaviours as they are expected of all our employees:

- Take Ownership
- Focus on Customers
- Work Together
- Embrace Technology & Information
- Deliver Results