

CASTLE POINT BOROUGH COUNCIL.

Governance and Law

JOB PROFILE

2019/2021

<u>POST NO.</u>	LGO4
<u>DESIGNATION</u>	TRAINEE SOLICITOR
<u>GRADE</u>	18-24
<u>RESPONSIBLE TO</u>	Head of Law
<u>LIAISE WITH</u>	The Strategic Director, other Officers; Elected Members; external Solicitors; Government Depts. external bodies and other stakeholders
<u>PURPOSE OF JOB</u>	To contribute to an effective legal service to the Council and its Officers and to support the Head of Law
<u>MAIN ACTIVITIES</u>	<p>To carry out the following tasks with minimum supervision :</p> <ol style="list-style-type: none">1. Dealing with legal proceedings issued by and against the Council to include:<ul style="list-style-type: none">• Prosecutions and Appeals in the Magistrates Court• County Court actions• Possession Proceedings• Applications before the Employment Tribunal• Bankruptcy Petitions2. Assisting with legal issues arising from the Council's statutory role as Licensing Authority with respect to liquor licensing, public entertainments and hackney carriages/private hire vehicles and the enforcement of licensing conditions.

	<ol style="list-style-type: none"> 3. Conveyancing and other activities associated with land and property transactions, including Leases, easements and licences 4. Dealing with and advising on various matters arising out of the sale of or Leases of Council properties under the provisions of the Housing Act 1985 5. Preparing Contracts and tenders in accordance with instructions and the Council's Contract Procedure Rules and providing advice to client departments thereon 6. Advising on and preparing Agreements under Section 106 of the Town & Country Planning Act 1990 and Certificates of Lawfulness and providing advice in relating to the enforcement of planning control 7. Dealing with the recovery of debts and institution of legal proceedings on behalf of the Council 8. To research and assist with the proper interpretation and implementation of legislation affecting the Council including, where appropriate, the seeking of Counsel's opinion on the effect of statutory enactments and case law. 9. To provide assistance to the solicitors and other legal officers employed by the Council 10. Any other duties consistent with the post holder's responsibilities, qualifications and experience, relevant to the purpose of the job as may reasonably be requested by the Head of Law to include legal training and professional development
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COMPETENCIES

SELF AWARENESS AND CONTROL

- Self Awareness
- Self Discipline, Organisation and Self Control
- Integrity
- Priority Management

MEASURES

1. You know your own strengths and weaknesses and you can adapt your behaviour to suit the situation you find yourself in.
2. You manage your time and your workload effectively and you are able to prioritise your workload. You produce a good day's work, accurate and to a high standard.
3. You re-organise and prioritise your work to cope with the pressure of the day. You can deal with criticism in a positive and constructive way
4. You can adjust and cope when the going gets tough, meeting targets and completing tasks on time.
5. You maintain high standards in the workplace both personally and professionally. You are punctual, honest, reliable and trustworthy.

PERSONAL EFFECTIVENESS AND SELF DEVELOPMENT

- Drive and Energy
- Flexibility, adaptability and creativity
- Assertiveness and Influence
- Innovation
- Decisiveness
- Self Development and Continuous Learning
- Awareness of Risk Management Issues
- Open Mindedness

1. You have enthusiasm for work and always try to do your best. You produce a good day's work to a high standard.
2. You are flexible and adaptable. Receptive to new ideas and willing and able to adjust to new demands and changing situations
3. You have a creative talent, coming up with new ideas yourself and with others and you are willing and able to adjust to new demands and changing situations
4. You can be assertive when you need to be in a positive way and you are able to think and act independently within the scope of your job.
5. You can see opportunities when they arise and take the initiative in using them to move the job along in a positive way.
6. You can influence the attitude and opinions of other people, gaining their

agreement through discussion and by persuasion of good ideas.

7. You can make firm and well considered decisions about ideas and courses of action and set realistic timescales to get things done.
8. You have the right attitude to learning in all the work you do. You use your experiences of your own performance in order to improve.
9. You are able to think about your own performance and make an effort to improve yourself.
10. You take responsibility for your own development and look for learning, training and career development opportunities.
11. You can demonstrate a knowledge and awareness of your personal responsibilities in the areas of risk management, health and safety and welfare. You look after yourself and others by identifying risks.

PROFESSIONAL AND TECHNICAL (points 1-5)

- Qualifications to do the job
- Relevant Planned Experience
- Continuous Professional/Technical Development
- Planned Career Development
- Awareness of similar roles in other organisations

MEASURES

1. Possesses, or is studying for, qualifications relevant to the competent performance of the job
2. Possesses the necessary experience, or is actively gaining it in a planned way, in order to undertake the role effectively
3. Engages in continuous development activities, thus responding to constant changes caused by internal and external factors, and developments in own job area
4. Considers own career development options periodically in conjunction with the supervisor/line manager; makes informed choices about possibilities and development needed
5. Keeps abreast of what colleagues in similar roles in other organisations are doing, networking and adopting ideas as appropriate