

## Chief Executive – Legal Services

### Job Description

Job Title: Solicitor

Category	Description
<b>Grade LS10/LS9 (Career Grade)</b>	Post Number: 6155
<b>Responsible to:</b>	Legal Services Manager
<b>Responsible for:</b>	N/A
<b>Job Objective:</b>	As part of the Legal Services team, to deliver effective and efficient legal services to the Council and other organisations as required. To manage and deliver against a mixed case load in accordance with Client requirements. To develop in work areas as relevant to progress through job scale.
<b>Main duties and responsibilities:</b>	1. To undertake a portfolio of local government legal work, including (but not limited to) property transactions, planning, housing, regulatory prosecutions, civil litigation and general commercial and public procurement.
	2. To draft legal documents and the provision of legal advice
	3. To undertake legal work arising from the Council's function as local planning authority, including drafting section 106 agreements and certificates of lawfulness
	4. To support the delivery of the commercial work of the team.
	5. To carry out research as required in connection with all of the above and any other matters relating to the Legal Service workload
	6. To provide legal advice to other officers in connection with the Council's functions
	7. To assist in compliance with the Council's duties under the Freedom of Information Act and the Data Protection Act 2018 and GDPR Regulations

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	8. Overall responsibility for maintaining legal systems and records, archive files/records – both electronic and hard copy (where applicable) as supported by the Legal Assistant
	9. To be fully conversant with information technology and, where appropriate, to be proactive in the introduction of new systems and methods to increase the efficiency of the legal section.
	10. To undertake CPD as required by the Solicitors' Regulation Authority (SRA) to demonstrate continuing competence to be able to fulfil the role to the required professional standard.
	11. Effective client engagement through increased meetings to progress case work.
	12. Proactive case management through effective file review process.
	13. To carry out such other duties as may from time to time be required by the Council's Solicitors and other senior managers and (in conjunction with the Borough Solicitor)
<b>Career grade post: Progression to LS09 is based on 5 years or more PQE)</b>	

PREPARED BY: Sara Pregon

DESIGNATION: Head of Chief Executive Department

DATE: August 2025