

Law, Governance, Policy and HR
Legal Services
Solicitor

Grade: LS10/9	Post Number: 6155	
ATTRIBUTES	ESSENTIAL	DESIRABLE
EXPERIENCE	Experience in one or more of the following areas of law: • property transactions (sale, purchase, lease, commercial) • planning • housing litigation • regulatory prosecutions • contract/procurement • civil litigation	Experience of working in a Local Government legal environment. Advocacy in the Magistrates and County Courts. Use of case management software.
QUALIFICATIONS	Admitted Solicitor	
SPECIALIST KNOWLEDGE/ SKILLS	Demonstrable experience in non-contentious/ contentious legal work. Drafting a range of legal documents relevant to contentious and non-contentious workload. Understanding of the law relating to Data Protection and Information Sharing. Legal research and analysis. Excellent written and oral communication skills.	Able Advocate. General knowledge of the law and practice of Local Government administration. Experience of non-contentious matters including drafting of contracts and/or agreements. Drafting of policies.
IT SKILLS	Competent in the use of MS Office Suite i.e. Outlook, Word and Excel.	Competent in the use of time recording/case management packages.

	Online legal research.	
PERSONAL CHARACTERISTICS	Demonstrable self-starting and flexible approach with “can do will do” attitude. Ability to deal with frequent changes of task and urgency levels and to prioritise own workload accordingly to maintain adherence to strict deadlines. Able to complete work both efficiently and accurately to a high standard, maintaining attention to detail at all times. Able to demonstrate integrity when dealing with information, maintaining confidentiality at all times Ability to work well in a small team with appropriate supervision. Customer service focussed with good communication skills. An understanding of, and commitment to equal opportunities, and the ability to apply this to all situations.	
SPECIAL WORKING CONDITIONS	Ability to work remotely, utilising communication technologies and other practices.	

REVIEWED BY: Joanne Wilkinson

DATE: September 2026

DESIGNATION: Assistant Director of Law, Governance and HR