

# /Job description

**Job title:** Solicitor  
**Grade:** Dorset Council Grade 11 + 7 LMIs\*  
**Job evaluation reference:** CS089

**Job title:** Senior Solicitor (Level 1)  
**Grade:** Dorset Council Grade 13  
**Job evaluation reference:** CS166a  
**Job family:** Legal and Political

*Where Labour Market Increments (LMI) apply these will be reviewed on a regular basis in line with the Labour Market Adjustment Scheme (LMAS).*

*The usual level on appointment will be to the post of Solicitor. Progression through the bar to Senior Solicitor is not automatic. Progression will be subject to an identified need for sustained work at this level and to an assessment of an individual's ability to fulfil the position requirements and to undertake this level of work.*

## Purpose and impact

1. To contribute to the provision of a legal service to the Council, its Directorates, Dorset Police, the Combined Fire Authority, schools and any other bodies to whom legal services are provided under contract.
2. To ensure legality and propriety in Council matters.
3. **Solicitor** - To provide legal and advisory work arising from the functions of the Council and from external clients.
4. **Senior Solicitor** -To undertake personally and to delegate to the solicitors and other members of staff nominated for the purpose, legal and advisory work arising from the functions of the Council and from external clients.

## Key responsibilities

5. To advise and represent the Council and its Directorates and in particular any Directorate specified within the Context Statement.
6. To assist other Solicitors and the Principal Solicitor within the relevant Legal Services' team.
7. Generally, to provide a legal service, including the provision of advice, drafting, negotiation and advocacy in the relevant practice areas specified in the Context Statement.
8. To undertake, if required, preparation and conduct of litigation work including advocacy in relevant courts, public enquiries and tribunals, attendance at case conferences and other meetings where necessary, including the instruction of counsel as appropriate.
9. To represent the Assistant Chief Executive/Head of Legal and Democratic Services/Principal Solicitor at such committees, sub-committees, working parties, departmental groups or meetings as may be allocated.
10. To undertake, if required, clerk duties, conduct appeals, panels and/or proceedings and deal with any related correspondence.



11. To secure the provision of legal services through the instruction of counsel or other suitable external providers
12. To provide advice and assistance in relation to case law and legislative and procedural changes relating to the relevant practice areas specified in the Context Statement.
13. To reply to Ombudsman complaints for the relevant Directorate or Service as specified in the Context Statement.
14. To assist in the conduct of training seminars and inter-agency courses for legal and other staff.
15. To undertake such other duties specified in the relevant Context Statement or as from time to time may be allocated by a line manager, or Principal Solicitor.
16. Any other lesser or comparable duties as required.

**In addition to the above for the role of Senior Solicitor (Level 1):**

17. To personally undertake a range of highly complex legal work to support the Council's objectives and priorities as determined by the Principal Solicitor or Head of Legal and Democratic Services.
18. To act as the leading qualified legal specialist within allocated specialist areas and to determine working standards, processes and approach to the management of work in these areas
19. To advise, guide and support Solicitors on specialist, complex or contentious legal issues and supervise areas of project or legal work delegated to Solicitors in accordance with Law Society quality standards.
20. To provide advice, guidance and support to Solicitors and Directorate operational services in respect of service entitlement, delivery, policy and procedure drafting, negotiation and advocacy in allocated areas of specialism.
21. To assist the Head of Legal and Democratic Services as required.
22. To lead and manage staff including formal supervision, management and PDRs, as required.
23. To supervise, instruct and train trainee solicitors as required.
24. To undertake personally or allocate as appropriate the conduct of training seminars and inter-agency courses for legal and other staff, members and external clients.
25. Any other lesser or comparable duties as required.

NB: The duties and responsibilities of this post are not restrictive, and the post holder may be required on occasion to undertake other duties. This will not substantially change the nature of the post.

**Supervision and management**

Reporting to: Appropriate manager as specified in the context statement

Responsibility for:

- i. **Solicitor** - There are no supervision responsibilities.
- ii. **Senior Solicitor** - Supervision of any trainee solicitors and supervision and management of staff within a sub-team

**Other factors**

28. Choice of instructing Counsel/external solicitors and expert witnesses (medical or other) and negotiating their fees.



29. Responsible for ensuring data quality and as such the integrity of management information through the proper use and safekeeping of data and record systems both manual and computerised.
30. Office based but required to attend court, tribunals, and other meetings both regionally and nationally.
31. Legal Services work in a busy, open plan office and the post holder will be required to meet communication demands through correspondence, phone calls, emails and personal visits.
32. As required, a need to provide out of hours advice (evenings, weekends and bank holidays).
33. **Solicitor** – Dealing with some matters which are likely to be contentious or complex requiring support, tact, persuasion and sensitivity within the application of operational guidelines. The outcome will have a material effect on the person, service or organisation contacted.
34. **Senior Solicitor** - Dealing with a range of complex and contentious matters requiring support, persuasion, advocacy and sensitivity, within the application of operational guidelines. The outcome may have significant implications for the contact or the service.
35. Dealing with difficult members of the public and being in adversarial situations. An expectation and need to work over and above contracted hours and times where required including providing responses to unexpected or emergency situations.

### Our values

Our values act as guiding principles, defining what we believe is important in the ways we work together. Our values are Respect, Together, Accountability, Openness and Curiosity. You will need to be able to demonstrate these values in action through the way you work, regardless of your role within the organisation. Information about our values can be found on our website.



# Person specification

Your application will be assessed based on your demonstration of how you fulfil the following criteria; you should include clear examples of how you meet these criteria within your application form and during the assessment process.

## Essential

Essential criteria are the minimum requirement for the above post and will be assessed through a combination of your application form, assessment, interview and references (as specified below). We will require evidence of the qualifications, training or registrations listed below.

<b>Qualifications, training or registrations</b> Required by law or essential to the performance of the role or both	<b>Assessed through:</b>
1. Qualified Solicitor or Barrister	Application form
2. Educated to Degree level	Application form
<b>In addition to the above for the role of Senior Solicitor (Level 1):</b>	
3. Local Government Law	Application form
<b>Experience</b>	
4. [Previous/Post] qualification work in relevant practice areas and any specific tasks as specified in the Context Statement	Application form Interview Assessment
<b>In addition to the above for the role of Senior Solicitor (Level 1):</b>	
5. Significant post-qualification work in relevant practice areas and any specific tasks as specified in the Context Statement	Application form Interview Assessment
6. Post qualification experience working within a local authority legal department	Application form Interview Assessment
7. Experience of working with and advising elected members in a local government environment	Application form Interview Assessment
<b>Knowledge, Skills and abilities</b>	
8. Demonstrable knowledge of/interest in the relevant practice areas specified in the Context Statement	Application form Interview Assessment
9. Research and problem solving	Application form Interview Assessment
10. Ability to use relevant IT facilities	Application form Interview Assessment
11. Ability to negotiate	Application form Interview Assessment
12. Ability to communicate well with colleagues, clients and, as the need arises, with elected members.	Interview Assessment References
13. Ability/willingness to undertake advocacy in courts, tribunals and quasi-judicial settings	Interview Assessment References
14. Ability to draft legal documentation relevant to the practice area specified in the Context Statement	Interview Assessment References



<b>In addition to the above for the role of Senior Solicitor (Level 1):</b>	
15. Demonstrable specialist knowledge of the relevant practice areas specified in the Context Statement including Local Government Law	Interview Assessment References
16. Knowledge, understanding and experience of the legislative and policy framework within which the Council works	Interview Assessment References
17. Knowledge and understanding of the law relating to democratic decision making in Local Government	Interview Assessment References
18. Sound judgement skills and the ability to reach decisions taking account of the legal issues and local authority context	Interview Assessment References
19. Ability to work under pressure and deliver to deadlines	Interview Assessment References
20. Highly developed ability to communicate well with colleagues, clients and elected members	Interview Assessment References
21. Ability to undertake advocacy	Interview Assessment References
<b>Our values</b>	
22. Respect	Interview Assessment
23. Together	Interview Assessment
24. Accountability	Interview Assessment
25. Openness	Interview Assessment
26. Curiosity	Interview Assessment
<b>Other</b>	
27. Ability and willingness to work as part of a team	
28. Understanding of and commitment to the importance of equal opportunities and diversity, both in service delivery and in employment practice	
29. Ability to fulfil the travel requirements of the post	
30. Ability to manage conflicting workload priorities	
31. Ability to work independently without detailed supervision	
32. Ability to contribute to practice management issues	

## Desirable

Desirable criteria will be used in the event of multiple applicants meeting the minimum essential requirements and if applicable, will be assessed through a combination of your application form, assessment, interview and references (as specified below). If you meet the desirable criteria, we will require evidence of the qualifications, training or registrations listed below.

<b>Qualifications, training or registrations</b>	<b>Assessed through:</b>
33. Local Government Law	Application form
34. Specialist qualifications in the relevant practice areas specified in the context statement	Application form



<b>In addition to the above for the role of Senior Solicitor (Level 1):</b>	
35. Specialist qualifications in the relevant practice areas specified in the context statement	Application form
<b>Experience</b>	
36. Post qualification experience working within a local authority legal department	Application form Interview Assessment
37. Understanding and experience of the decision-making process in a democratically accountable environment	Application form Interview Assessment
<b>In addition to the above for the role of Senior Solicitor (Level 1):</b>	
38. Management and leadership experience	Application form Interview Assessment
39. Experience of providing legal advice at strategic management level	Application form Interview Assessment
<b>Knowledge, Skills and abilities</b>	
40. Knowledge, understanding and experience of the legislative and policy framework within which the Council works	Application form Interview Assessment
41. Demonstrable knowledge and experience of Local Government Law	Application form Interview Assessment
<b>In addition to the above for the role of Senior Solicitor (Level 1):</b>	
42. Knowledge of any additional and related practice areas specified in the Context Statement	Application form Interview Assessment

## Approval

Manager's job title:

Date: March 2025

