



<b>Job description</b>	
<b>Job title</b>	<b>TRAINEE SOLICITOR</b>
<b>Grade</b>	<b>G (SCP 19 to SCP 22)</b>
<b>Service</b>	<b>LEGAL SERVICES</b>
<b>Section/team</b>	
<b>Accountable to</b>	<b>PRINCIPAL SOLICITOR (PEOPLE AND LITIGATION)</b>
<b>Responsible for</b>	<b>NOT APPLICABLE</b>
<b>Date reviewed</b>	<b>4 MARCH 2022</b>

### **Purpose of the Job**

The post holder will engage in a wide range of legal functions as is expected of a local authority. The Council has commercial ventures with an extensive property portfolio and commercial interests that promote the welfare of its residents. The Legal Services team also provide support for the Council's initiatives against serious and organised crime and the safeguarding of the vulnerable. The role of trainee is both to support these organisational goals and add value through the legal advice and support provided. The post holder will be expected to engage in complex negotiations and litigation under appropriate supervision. Advice and support will include that to Elected Members and Council officers, including constitutional, procedural and administrative advice, ensuring the customer/client is at the heart of the service. You will have the opportunity to work in different areas of law across the Legal Services team.

### **Duties and Responsibilities**

This is not a comprehensive list of all the tasks, which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

1. Provide constitutional, procedural and administrative advice to the organisation.
2. Draft appropriate legal documents, notices, forms, memoranda as required which protect the interests, income and reputation of the Council.
3. Undertake advocacy, attend upon Counsel and attend court as directed.
4. Provide assistance as directed regarding the legal work arising from Council or any Committee, Sub-Committee or Panel of the Council.



5. Provide pragmatic and customer-focused advice on current legislation in relation to relevant area of law including statutory interpretation, for internal and external contacts as required.
6. Be inquisitive, forward thinking, and commercially aware of the current legal developments.
7. Take advantage of opportunities to network, collaborate and knowledge share with other staff and other graduates (where appropriate) to build up a strong network across the Council.
8. Develop and maintain an understanding and awareness of relevant initiatives and challenges facing the Council and local government generally.
9. Undertake a variety of placements (seats) over two years across a range of legal and committee services. Placements will generally last 3 to 6 months and entail a significant level of responsibility/impact.
10. Undertake other reasonable duties commensurate with the job role.
11. Work towards the Professional Skills Course (PSC) final professional qualification.

#### Under Supervision

1. To conduct proceedings on behalf of the Council and to represent the Council as required, such being both criminal and civil.
2. To provide legal advice to the Council's Panels as required.
3. To advise the Legal Services team's clients on general legal matters and in particular reference to allocated work.
4. To negotiate and draft legal documentation as required.
5. To support the Legal Services team's clients through training and the provision of appropriate legal information.
6. To ensure that the provision of legal services meets the Legal Services team's clients' expectations and agreed targets of performance and demonstrate that the Section is accountable and actively pursuing quality assurance and customer care policies.
7. To assist and contribute towards the development and review of the Legal Services team's Service Level Agreements, Service Plans and service reviews
8. To assist in the implementation, maintenance and operation of the Legal Services team's case management system in relation to the work that has been assigned to you.
9. To carry out such other duties as may be allocated from time to time by senior officers within the Legal Services team or the Head of Legal Services.
10. To assist the Legal Services team in providing an efficient and effective service.
11. To work with your trainee supervisor in compliance with the Solicitors Regulation Authority (SRA) Requirements in the completion of your training contract
12. To pass upon first attempt examinations as required by the SRA in completion of your required period of recognised training.



- To use equipment as instructed and trained
- To inform management of any health and safety issues which could place individuals in danger

### Data Protection and Information Security

- Implement and act in accordance with the Information Security Acceptable Use policy and Data Protection Policy,
- Protect the council's information assets from unauthorised access, disclosure, modification, destruction or interference,
- Report actual or potential security incidents.

### Knowsley Better Together – Staff Qualities

The following qualities have been adopted by the Council and apply to all employees. You are expected to embrace and display these qualities. Your line manager will discuss your behaviour with you, during your My Time and My Time Extra meetings.

- **Integrity.** You are required to be open and honest, maintain high standards of personal behaviour and display strong moral principles.
- **Accountability.** You must take personal responsibility for your actions and decisions and understand the consequences of your behaviour.
- **Communication.** You must listen and talk to others, taking account of other people's points of view. You should share information and strive to work together.
- **Respect.** You must treat people with care and dignity, observing the rights of other people, and helping and supporting others where you can.