



Role Description

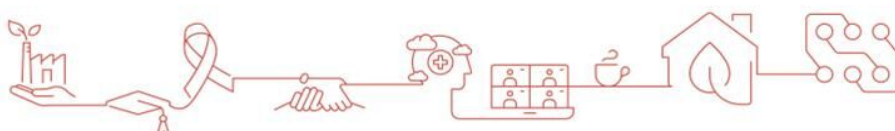
Post Title:	Solicitor/Lawyer – Contracts (29.60 hours per week)
Post Number:	CCL44
Directorate:	Corporate Services
Department:	Legal & Governance
Grade & Salary:	SCP 39-42
Reports To:	Principal Solicitor

Purpose

To ensure the provision of a cost-effective and efficient legal service to the Council

Responsibilities & Outcomes

1. To provide comprehensive and cost-effective legal advice to such Committees, Panels and Working Groups as directed from time to time and to implement decisions of such Committees, Panels or Working Groups.
 2. To undertake such legal matters as assigned by the Director of Legal & Governance and/or the Head of Legal & Democratic Services/Principal Solicitor/Senior Solicitor.
 3. To supervise unadmitted staff from time to time as required, including allocation, and monitoring of work.
 4. To assist in the training of unadmitted staff, including Trainee Solicitors, as required.
 5. To undertake any other responsibilities commensurate with the post and the grade as may be assigned by the Director of Legal & Governance and/or the Head of Legal & Democratic Services/Principal Solicitor/Senior Solicitor.
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Relationships

Within the organisation

- Chief Executive and the Executive Leadership Team
- Leader and Relevant Portfolio Holders
- Elected Members
- Client Departments

At a borough level

- Legal professionals (Counsel, solicitors etc)
- Consultants and other professionals representing outside persons or bodies; including the Police
- Court staff
- Magistrates, Judges and Tribunal Chairmen

At a regional level

- Metro Mayor and the Combined Authority
- Adjacent Local Authorities
- Northwest Legal Consortium

Generic responsibilities

- To contribute to ensuring the function's business targets are met, in accordance with best practice, to agreed specification, and with full compliance with health, safety, professional standards, statutory and other relevant legislation.
- Supervisory responsibility for temporarily assigned or shared employees including on the job training or allocation and checking of work for quality and quantity.
- To represent the Council at corporate, regional and other meetings and forums as directed by the Head of Service.
- To work collaboratively with Council colleagues as and when required.
- Lead by example and behave in accordance with St Helens accountabilities framework and the Council's Code of Conduct a fundamental aspect of which is the "Seven Principles of Public Life".
- To comply with the Council's Policy Framework.
- To ensure employee compliance with the Council's Policy Framework.
- To undertake training and development as required.

This post is not subject to Disclosure.

This post is not Politically Restricted in accordance with the Local Government and Housing Act 1989 (as amended).



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The details contained within this job description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Council will expect to revise this job description from time to time and will consult the post holder/s at the appropriate time.

Date Prepared: February 2022

Date reviewed: February 2024



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