



Job Description

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St. Helens Council

Post:	Solicitor
Post Number:	CCL3
Department:	Chief Executive's
Grade:	SCP 45-48
Responsible to:	Assistant Chief Executive (Legal and Administrative Services) or, if so directed by the Assistant Chief Executive (Legal and Administrative Services), the Head of Legal Services and/or a Principal Solicitor
Responsible for:	Such unadmitted staff as directed by the Assistant Chief Executive (Legal and Administrative Services) or the Head of Legal Services/a Principal Solicitor
Purpose of the Post:	To ensure the provision of a cost-effective and efficient legal service to the Council

Duties and Responsibilities:

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 Assistant Chief Executive (Legal and Administrative Services) and/or the Head of Legal Services/a Principal Solicitor.
3. To conduct or defend proceedings as directed by the Assistant Chief Executive (Legal and Administrative Services) and/or the Head of Legal Services/a Principal Solicitor.
4. To participate in projects based within the Department and inter-departmentally as directed by the Assistant Chief Executive (Legal and Administrative Services) and/or the Head of Legal Services/a Principal Solicitor.
5. To supervise unadmitted staff from time to time as required, including allocation and monitoring of work.



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6. To assist in the training of unadmitted staff, including Trainee Solicitors, as required.

7. Any other responsibilities commensurate with the post and the grade as may be assigned by the Head of Legal Services or a Principal Solicitor.

To comply with the Council's Health and Safety Policy and associated safe working procedures and guidelines.

To be responsible for the implementation of the Council's Health and Safety Policy and associated safe working procedures and guidelines. To contribute towards the identification and management of risk within the service area.

To communicate the Health and Safety Policy, procedures and guidelines to all employees and contractors under the management/supervision of the post holder. To monitor compliance with the policy, procedures and guidelines, keeping appropriate records as required.

To comply with the Council's Comprehensive Equality Policy and ensure that it is implemented within the service area and amongst employees within the remit of the post.

To be responsible for the implementation of the Council's Human Resource policies and procedures including Employee Relations, within the remit of the post.

To comply with the Council's Data Protection Policy and Code of Practice within the service area and amongst employees within the remit of the post.

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).

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 postholder/s at the appropriate time.

Date Prepared:

Date updated: December 2014