

Folkestone & Hythe District Council Job Description

JOB DETAILS	
Job Title	Senior Solicitor
Service Area / Team	Governance, Law & Democracy / Legal Services
Reports to	Legal Services Manager
Grade & Annual Salary	Grade H
Politically Restricted Post	Yes (Politically restricted – sensitive)
DBS Requirement	Basic

JOB PURPOSE
<ul style="list-style-type: none"> Focusing on property, planning, criminal and civil litigation and other regulatory matters, you will be assisting the Assistant Director – Governance and Law and Legal Services Manager - Solicitor and other staff in the Legal Team in delivering an effective legal service to the corporate client.

MAIN DUTIES AND RESPONSIBILITIES
<ul style="list-style-type: none"> Responsible for managing a mixed caseload of mainly property, planning enforcement and litigation related matters, including: <ul style="list-style-type: none"> Provide legal advice and services in the Council's criminal and civil litigation, property, planning and other regulatory and environmental matters. As required, providing advice in relation to statutory orders, licensing and other miscellaneous matters. Assist with Information Governance and the Council's obligations arising from the Freedom of Information Act 2000 and Data Protection Act 2018. To undertake legal research as necessary on wide ranging subject matters. To collate and prepare evidence for presentation before a Court or other Tribunal, discussing matters as necessary with officers from client departments and/or other persons as circumstances require. Acquisitions including Compulsory Purchase Orders; Disposals and Purchases of all types of real property including undertaking searches with the local authority and Land Registry, submitting Stamp Duty Land Tax return forms and registering documents at the Land Registry; Leasehold transactions – residential and commercial – including termination of Business Tenancies (and providing advocacy services where required);

<ul style="list-style-type: none"> ○ All areas of asset management; ○ Matters relating to commons, cemeteries, parks and open spaces; ○ S106 and ancillary planning agreements; ○ Advising the planning department in relation to changes in planning law; ○ Assist the Council with corporate projects; ○ Miscellaneous property transactions such as easements, wayleaves, boundary disputes and events licenses.
<ul style="list-style-type: none"> ● Meeting team income fee targets set by the Council.
<ul style="list-style-type: none"> ● Providing assistance and support to the Environment and Corporate Assets team in relation to the management of commercial premises.
<ul style="list-style-type: none"> ● Providing legal advice and assistance to the Planning team, including the provision of general advice and enforcement action (in conjunction with the Legal Services Manager), including the drafting of routine documents to facilitate the Planning team's objectives.
<ul style="list-style-type: none"> ● Providing strategic advice on procurements, subsidy control and data protection, as well as interpreting different contractual documents. The role also requires you to stay updated on changing legislation and the effects of changing legislation and case law, and to be interested in developing expertise in other areas, such as subsidy control.
<ul style="list-style-type: none"> ● Supervising and delegating work and training the Council's trainee Legal Executives and/or Legal Trainee, as appropriate.
<ul style="list-style-type: none"> ● Advising on legal disputes relating to compensation claims for compulsory purchased properties, compensation under the landlord and tenant acts and claims for the removal of restrictive covenants including representing the Council at Upper Tribunal.
<ul style="list-style-type: none"> ● Carrying out legal research upon receipt of instructions from client officers.
<ul style="list-style-type: none"> ● Assisting with the implementation of procedures and systems, to develop and enhance the role of the Council's services.
<ul style="list-style-type: none"> ● Attending Licensing and Planning Committee meetings in an advisory capacity.
<ul style="list-style-type: none"> ● Assisting in other areas of legal work as required e.g. planning, employment matters.
<ul style="list-style-type: none"> ● Instructing barristers or specialist advocates to appear in court for the Council in complex cases.
<ul style="list-style-type: none"> ● Working as a team, sometimes referring cases to the Legal Services Manager.
<ul style="list-style-type: none"> ● Working as a team in a positive, proactive and diligent manner.
<ul style="list-style-type: none"> ● This role offers the opportunity to be involved in a wide variety of legal areas including Civil Litigation, Housing, Commercial property and Planning disputes as well as debt recovery in order to support the full breadth of the services of the Council. You will need to be able to provide accurate, comprehensive and timely legal advice while conducting litigation across a number of different courts and tribunals, managing a varied and demanding caseload.

CORPORATE RESPONSIBILITIES

- Adhere to the council's safeguarding policies and procedures and undertake relevant training in order to help protect children and vulnerable adults within the district.

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| <ul style="list-style-type: none">• To comply with legislation, council policies and procedures including the Data Protection Act, Freedom of Information Act, Information Security Policy, the Code of Conduct for Officers and to participate in any Emergency Planning activities as required. |
| <ul style="list-style-type: none">• To actively demonstrate the values and behaviours of the council. |
| <ul style="list-style-type: none">• To ensure our customers are valued by taking into account their views and needs in all that we do. |
| <ul style="list-style-type: none">• To contribute to the development and achievement of relevant corporate and service objectives by suggesting ideas for service improvements. |
| <ul style="list-style-type: none">• To communicate openly and honestly with colleagues, members and customers. |
| <ul style="list-style-type: none">• To undergo any training necessary to be able to fulfil the requirements of the job. |
| <ul style="list-style-type: none">• To carry out other duties commensurate with the grade, skills, experience and qualifications of the post holder as directed and as may be required from time to time. |

Folkestone & Hythe District Council Person Specification

Post Title: Senior Solicitor

Important Information for Applicants:

The criteria listed in this person specification are the requirements for the post. Where the method of assessment is stated to be the application form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. **If you do not address these criteria fully, you may not be shortlisted. Please give specific examples wherever possible.**

Factors	Criteria	Means of Assessment		
		Application	Interview	Test
Qualifications	Essential <ul style="list-style-type: none"> GCSE A-C in maths and English, or equivalents, or experience that demonstrates proficiency in maths and English. Qualified Solicitor admitted to the Law Society with at least 3 years' postqualification experience. 	✓		
	Desirable <ul style="list-style-type: none"> BA/LLB. 	✓		
Experience and Knowledge	Essential <ul style="list-style-type: none"> At least 3 years recent and relevant post qualification experience. Demonstrable knowledge and recent and relevant experience of Property matters. A working knowledge of property law and contracts work. Sound working knowledge of local government law and constitutional affairs. Knowledge and experience of interpreting legislation. Experience of drafting and negotiating commercial documents. Experience of operating MS Office systems such as Microsoft Word, Excel and Outlook. 	✓ ✓ ✓ ✓ ✓ ✓ ✓	✓ ✓ ✓ ✓ ✓ ✓ ✓	
	Desirable <ul style="list-style-type: none"> Relevant local government experience. Relevant experience in planning law. Experience of advising local government committees. 	✓ ✓ ✓	✓ ✓ ✓	

<p style="text-align: center;">Skills and Abilities</p>	<p>Essential</p> <ul style="list-style-type: none"> • The written and oral communication skills required to effectively liaise with customers and colleagues at every level. • Negotiating and drafting skills relating to complex commercial documents. • Excellent analytical skills and an ability to retain information. • Excellent report writing skills. • The ability to work as part of a team and on own initiative. • Excellent organisational skills. • Excellent time management skills, with the ability to deal with conflicting demands on time and in a structured and appropriate way. • Research skills. • The ability to manage team members through support, advice and challenge if necessary. 	<p>✓</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	
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