Solicitor
£33,106 - £40,619
Woodcock Street
Working 36.5 hours per week

This is an exciting opportunity to join a team of compulsory purchase lawyers supporting a range of high profile regeneration projects across Birmingham and the West Midlands.

Ideally you must have a working knowledge of compulsory purchase/compensation law and practice, competent drafting and negotiating skills plus related planning/highways or property law experience. The Council will consider applications from those demonstrating an aptitude for these areas. The ability to work in partnership with other Council departments and external organisations will be an important element of the role.

You must hold a current Practising Certificate or be a lawyer with demonstrably equivalent skills, abilities and knowledge.

For informal enquiries please contact Alison Barker on 0121 303 3427 or Elaine King on 0121 303 2052.

Ref: RL812016J

Closing Date: 28 September 2016

“Right to work in the UK documentation will be fully checked for all applicants. All non UK and non EU applicants are required to apply for a Certificate of Sponsorship from Birmingham City Council and must be approved by the UK Border Agency (UKBA) before any employment offer can be confirmed.”

“The City Council is currently consulting on potential changes to its terms and conditions (in line with its s.188 notice) which may have an impact on any contract of employment that is offered should the candidate be successful.”
Corporate Directorate

Job Description

Post: Solicitor                Salary Grade: GR5
Division: Finance and Legal   Section Legal Services

1. **Job Purpose**

1.1 To provide legal services to City Council departments, its officers and employees.

1.2 To provide representation for the City Council at the Law Courts, Tribunals and meetings as required by the nature of your work.

1.3 To provide support to the City Solicitor/Head of Law/Senior Solicitor/Barrister/Lawyer with regard to the conduct of legal casework.

1.4 To carry out such other duties in the Department as demand requires.

2. **Duties and Responsibilities**

2.1 To carry out the duties of a Solicitor/Barrister/Lawyer to the Departments of the City Council in connection with such matters as may be allocated.

2.2 To conduct casework as may be required by the nature of your work.

2.3 To act as an advocate in Courts, Inquiries, Arbitrations and Tribunals for which the Council is a party as may be required by the nature of your work.

2.4 To prepare reports for, and attend Committees, Sub-Committees and Executive Committee as required by the City Solicitor or Head of Law.

2.5 To be committed to personal development and Investors in People principles.

2.6 To give assistance to the City Solicitor/Head of Law/Senior Solicitor/Barrister/Lawyer/Team Leader with regard to the conduct of legal casework.

2.7 To undertake such other tasks as may be allocated from time to time by the City Solicitor or Head of Law.

2.8 To actively contribute to developing the departmental, divisional and team Business Plans.

2.9 To assist with the development of the department’s Quality Management System, and to ensure that associated policies and procedures are adhered to.

2.10 To comply with the City Council’s equal opportunities policy and other valuing diversity policies.
2.11 To participate in special projects or corporate working groups assigned to him/her or to represent the Legal Services Management Team on special projects or at meetings of relevant groups from time to time.

2.12 To undertake any other duties and responsibilities allocated to the postholder by the designated managers as are commensurate with the duties of this post.

3. **Supervision Received**

3.1 **Supervising Officer Job Title**

3.2 **Level of Supervision**

1. Regularly supervised with work checked by supervisor.
2. Left to work within established guidelines subject to scrutiny by supervisor.
3. Plan own work to ensure the meeting of defined objectives.

4. **Supervision Given** (excludes those who are indirectly supervised i.e. through others).

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<tr>
<th>Post Title</th>
<th>Grade</th>
<th>No. of Posts</th>
<th>Level of Supervision</th>
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<td>None</td>
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5. **Special Conditions**

5.1 Working as an effective member of a team of lawyers to deliver the best possible outcome for the Council.

5.2 This is a politically restricted post for the purposes of the Local Government and Housing Act 1989.

(*delete as appropriate – applicable to Adults & Children’s Teams only)

5.3 Availability at evenings and weekends will be required to deal with urgent cases.

6.0 **LOCATION**

The Headquarters for the Legal Services Office is based at 10 Woodcock Street, Aston, Birmingham B7 4BL. The postholder will also travel to and or be based at other office(s) of Legal Services. The working week is based on 36.5 hours and a job-share system is in operation together with a flexitime scheme.

- This vacancy is exempt from the Rehabilitation of Offenders Act.
- A Disclosure and Barring Service check will be undertaken.

Observance of the **City Councils Equal Opportunities Policy** will be required.
**PERSON SPECIFICATION**

**JOB TITLE:** SOLICITOR  
**GRADE:** 5  
**DIVISION:** LEGAL SERVICES  
**SECTION:** LEGAL

**Method of Assessment (M.O.A.)**  
AF = Application Form  
I = Interview  
T = Test  
P = Presentation

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<th>CRITERIA</th>
<th>ESSENTIAL</th>
<th>M.O.A.</th>
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<tr>
<td><strong>EXPERIENCE (Relevant work and other experience)</strong></td>
<td>Must be able to demonstrate a working knowledge of the relevant area of law</td>
<td>AF, I &amp; A</td>
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<td>Must be able to demonstrate competent drafting and negotiating experience</td>
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<td>Must be able to demonstrate an ability to utilise transferable skills if experienced in a different area of law</td>
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<td><strong>SKILLS AND ABILITIES</strong></td>
<td>Must be able to demonstrate an ability to communicate concisely and effectively both in writing and orally</td>
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<td>Must be able to demonstrate an ability to work to tight timescales in a pressurised environment</td>
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<td>Must demonstrate an ability to handle sensitive situations with tact and diplomacy</td>
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<td>Must demonstrate an ability to work as a member of a team and on your own initiative</td>
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<td>Must demonstrate an ability to work in partnership with other Council Departments and external organisations</td>
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<td><strong>TRAINING</strong></td>
<td>Evidence of continuous professional development as required by the Law Society and Bar Council</td>
<td>AF, I</td>
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<td><strong>EDUCATION/QUALIFICATIONS</strong></td>
<td>Solicitor/Barrister with current Practising Certificate or Lawyer with demonstrably equivalent skills, abilities and knowledge</td>
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<td><strong>PRACTICE MANAGEMENT:</strong></td>
<td>Ability to understand and implement good practice management</td>
<td>AF, I &amp; T</td>
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<td><strong>OTHER:</strong></td>
<td>Must demonstrate an understanding of diversity and its positive impact on the Department and wider organisation</td>
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<td>May be required to work outside of normal working hours as required or specified in the job description</td>
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ALL STAFF ARE EXPECTED TO BE COMMITTED TO THE CITY COUNCIL’S

EQUAL OPPORTUNITY POLICY

COMPiled by ............................................... DATE ........................................

AGREED BY .................................................... DATE ........................................