

<b>Service</b>	Strategy, Performance and Business Solutions
<b>Head of Service Area</b>	Legal and Governance
<b>Service Manager Area</b>	Legal Services
<b>Job Title</b>	Solicitor
<b>Location</b>	Council Offices, School Place, Kirkwall
<b>Reporting To</b>	Service Manager (Legal Services)
<b>Grade</b>	K
<b>Job Evaluation</b>	A490
<b>Competency Band</b>	C1

**Job Purpose**

To provide legal services to the Council, services, committees and to any other bodies for which it carries out work.

**Job Specific Duties and Responsibilities**

Undertake, and represent the Council in, court/tribunal/inquiry/appeals work across a wide range of matters.

Advise and represent the Council in the resolution of claims and disputes.

Advise and represent the Council in adult and child safeguarding matters.

Provide advice in relation to permanence orders, adults with incapacity, mental health warrants and other related areas.

Participate in recovery of all debts due to the Council.

Provide advice on data protection and freedom of information matters.

Prepare and provide advice and reports for the Council and chief officials on legal matters.

Implement appropriate decisions of the Council.

Deal with legal enquiries from Members, officials, client services within the Council and, where appropriate, members of the public.

Carry out legal research.

Provide advice on existing and proposed legislation to Council, committees, working groups, Members and officials.

Provide advice on matters of governance.

Contribute to the development of Legal and Governance.

Work co-operatively with others (including external organisations where appropriate) to meet Council objectives.

Assist the Head of Legal and Governance to meet corporate objectives.

Provide cover for colleagues when required.

Carry out such other duties as may be allocated from time to time by the Service Manager (Legal Services).

Post may involve evening and weekend work in respect of Child Protection or Mental Health Officer warrant issues.

Post holder is responsible for their own workload and for ensuring that work allocated to them is carried out to an appropriate standard.

This profile is indicative of the nature and level of responsibility associated with the post. It is not exhaustive, and the post holder may be required to undertake such other duties as may be required to meet the needs and responsibility of the Service and the Council.

## **General Duties and Responsibilities**

### **Working Environment**

The post holder will predominantly be office based.

### **Communication**

The post holder will be required to deal with members of the public, external agencies and law firms, elected members and senior management.

### **Responsibility for Employees**

No line management responsibility.

### **Financial Resources**

No responsibility for finance.

### **Information Systems**

The post holder will require to be computer literate, including having a good working knowledge of Microsoft Office.

## **Corporate Responsibilities**

As an employee of Orkney Islands Council; the postholder is required to:-

Observe the Council's policies regarding the data protection and confidentiality of information.

Observe the Council's Health and Safety and Risk Management policies.

Be aware of and adhere to the Council's policy on Equal Opportunities and Diversity.

Undertake any training as necessary to carry out the duties of the post.

Participate in the Employee Review and Development Scheme as appropriate.

Undertake any other work as required up to and commensurate with the grade for the post.

The post holder may be called upon to support the response required to an emergency in line with the Civil Contingencies Act 2004.

**Criminal Records Checks** - please select the relevant option(s)

- This post does not require a check on criminal conviction history.
- Under the Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Amendment Order 2015 you are required to disclose all criminal convictions from the 'offences which must always be disclosed' list and non-spent convictions from the 'offences which are to be disclosed subject to rules' list.
- This post requires a satisfactory Basic Police Act Disclosure check.
- This post requires a satisfactory Standard Police Act Disclosure check.
- This post requires a satisfactory Enhanced Police Act Disclosure check.
- This post requires PVG Scheme membership in respect of regulated work with Children.
- This post requires PVG Scheme membership in respect of regulated work with Adults.

**Significant/Regular demands associated with the Role**

Task	Relevant ✓	Task	Relevant ✓
Driving (Car/Van)		Exposure to Excessive noise	
Driving (HGV/PCV)		Use of vibrating tools	
Display screen use	✓	Contact with skin irritants	
Food handling		Contact with lung irritants	
Lone working		Work involving strenuous effort	
Shift working		Working at height	
Night working		Working in static and/or awkward positions	
Working with people requiring physical assistance		Working in confined spaces	
Working with people with challenging behaviour		Sea going post	
Working with vulnerable adults		Wearing breathing apparatus	
Working with children		Working near traffic	
Administration of prescribed medication		Other (please specify)	

**Politically Restricted Post**

Yes  No

This post is classed as a politically restricted post under the provisions of the Local Government and Housing Act 1989.

**Contractually Required Professional Registration**

Holding, maintaining and evidencing, as requested, registration with the identified professional body/organisation is a contractual requirement of working in this post. The specific level of registration required to be held is specified in the Person Specification under Knowledge.

- General Teaching Council for Scotland (GTCS)
- Scottish Social Services Council\* (SSSC) \* or other relevant professional accepted by the SSSC.
- The Law Society of Scotland
- The Chartered Institute of Personnel and Development (CIPD)
- Other, please specify below: \_\_\_\_\_

**Unsocial and Other working arrangements relevant to this post**

The working pattern for this post requires that contractually you are required:

- To work on a rota that requires regular 5 day over 7 working including weekends for which you will be paid 10% Unsocial Hours Allowance;
- To work on a rota that requires regular 5 day over 7 working including weekend and nights for which you will be paid 15% Unsocial Hours Allowance;
- To work all contracted hour at weekends, for which you will be paid a 25% Unsocial Hours Allowance;
- To work all contacted hours during the night, for which you will be paid a 33% Unsocial Hours Allowance;
- To participate in a rota of Sleep In cover at your place of work, for which you can claim sleep over allowance;
- To participate in a standby duty rota, for which you can claim standby allowance.
- To work additional hours depending on the exigencies of the services.

**Employee Acceptance of Job Description**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## PERSON SPECIFICATION

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<b>Service Manage Area</b>	Legal Services		
<b>Post Title</b>	Solicitor		
<b>Factor</b>	<b>Criteria</b>	<b>Essential or Desirable</b>	<b>How Assessed</b>
<b>Experience</b>	Experience in a legal professional role in the private or public sector	Essential	Application Form/ Interview
	Experience in Litigation and Tribunal work	Essential	Application Form/Interview
	Experience in adult or child safeguarding legal work	Desirable	Application Form/ Interview
	Experience in Data Protection and Freedom of Information Law	Desirable	Application Form/ Interview
	Experience in Housing Law	Desirable	Application Form/ Interview
	Knowledge of Public Sector Governance	Desirable	Application Form/Interview
<b>Knowledge</b>	This post requires a level of knowledge which must be evidenced via a relevant professional qualification/diploma.  Professional qualification required for this role is:  Fully qualified Solicitor, holding an LLB Degree (Bachelor of Laws) and a current unrestricted Practising Certificate from the Law Society of Scotland, together with a Postgraduate Diploma in Legal Practice.	Essential	Screening Question/ Application form
	Up-to-date CPD record	Essential	Interview
	<b>Other Requirements</b>	Ability to travel efficiently and effectively between various work locations within Orkney to meet the operational requirements of the Service.	Essential

**Core Competencies – These are the target behaviours the post holder should display**  
 (Competencies are Essential criteria and are assessed as part of the interview process)

<p><b>Being Customer/ client focused</b></p>	<ul style="list-style-type: none"> <li>• Manages complex customer/client relationships.</li> <li>• Ensures regular contact with customers/clients is maintained until problems are resolved.</li> <li>• Consults on service provision and uses feedback to implement service improvements.</li> <li>• Develops and reviews quality standards for service delivery.</li> <li>• Manages customer/client expectations and conflicting needs.</li> </ul>
<p><b>Working effectively with others</b></p>	<ul style="list-style-type: none"> <li>• Builds and maintains constructive working relationships with other teams and groups.</li> <li>• Encourages equality and diversity in the workplace.</li> <li>• Treats people at all levels of the organisation with respect and values their abilities and contribution.</li> <li>• Tackles difficult issues of harassment, victimisation and racism in the workplace.</li> <li>• Facilitates open discussions and resolves conflicting views.</li> <li>• Creates opportunities to build and develop networking contacts throughout the Council to exchange information and ideas.</li> </ul>
<p><b>Managing Change</b></p>	<ul style="list-style-type: none"> <li>• Helps others to understand and address their concerns about change.</li> <li>• Proactively sells and champions change programmes to others.</li> <li>• Manages major conflict which could prevent changes being implemented.</li> <li>• Asks incisive questions to open up creative thinking and fresh ideas.</li> <li>• Assesses the impact of change and puts measures in place to minimise risk.</li> <li>• Plans the communication of change to explain what is different and what is the same.</li> </ul>
<p><b>Taking ownership and responsibility</b></p>	<ul style="list-style-type: none"> <li>• Creates a sense of urgency about a situation when deadlines are slipping.</li> <li>• Ensures actions which are down to others take place as necessary and/or expected.</li> <li>• Takes advantage of opportunities to influence future events.</li> <li>• Commits to own continuous improvement.</li> <li>• Is prepared to go beyond what appears to be required in the interests of the organisation.</li> <li>• Motivates individuals and groups to be proactive even when meeting resistance.</li> <li>• Keeps promises and honours commitments.</li> </ul>
<p><b>Communicating effectively</b></p>	<ul style="list-style-type: none"> <li>• Chairs meetings and facilitates groups effectively.</li> <li>• Conveys difficult messages and gains acceptance.</li> <li>• Diffuses conflict in a constructive and non-threatening manner.</li> <li>• Presents information in a persuasive and convincing manner.</li> <li>• Asserts own opinions and expertise in tough situations.</li> <li>• Is highly self-aware and sociable, buoyant and positive when communicating with others.</li> </ul>
<p><b>Planning and decision making</b></p>	<ul style="list-style-type: none"> <li>• Goes beyond information presented, and probes to get to the root of a problem, analysing cause and effect.</li> </ul>

	<ul style="list-style-type: none"> <li>• Balances strict technical interpretation of issues with the need for practical solutions.</li> <li>• Makes decisions that take account of multiple stakeholders.</li> <li>• Properly considers service cost and resource implications when making judgements.</li> <li>• Makes tough or unpopular decisions when required.</li> <li>• Anticipates future/issues and amends plans accordingly.</li> </ul>
<b>Leadership</b>	<ul style="list-style-type: none"> <li>• Motivates and drives teams to achieve service objectives.</li> <li>• Stimulates challenge and constructive debate within the team.</li> <li>• Spots talent and gets the right team together, designs and constructs a team to make best use of member's abilities.</li> <li>• Ensures constructive review takes place rather than apportioning blame.</li> <li>• Leads without interfering, steps back and trusts people.</li> <li>• Reinforces acceptable behaviours and values of the Council.</li> <li>• Takes equal responsibility for the team's success and failures.</li> </ul>
<b>Political sensitivity</b>	<ul style="list-style-type: none"> <li>• Recognises service/Council wide constraints – what is or is not possible in different circumstances.</li> <li>• Uses service/Council wide relationships to get things done.</li> <li>• Accepts that the political decision-making process of the Council will influence the service.</li> <li>• Demonstrates awareness of political and community issues relating to local government.</li> </ul>