

JOB DESCRIPTION

Responsible to:	Principal Solicitor
Employees directly supervised (if applicable):	None
Family Tree	
<pre>graph TD; A[Director of Law] --> B[Principal Solicitor]; B --> C[Solicitor];</pre>	
Job Title	Solicitor
Position Number(s)	
Department	Shared Corporate Services
Section or Service	Bi-Borough Legal Services
Grade	

DESIGNATION:

1. JOB PURPOSE:

- To provide expert professional/technical legal advice and guidance to colleagues, managers and partner agencies to contribute to the delivery of both Councils' objectives and priorities;
- To provide legal and procedural advice to Members and Officers relating to contracts and procurement law matters including data protection, construction, subsidy control, governance and other commercial matters

2. DESCRIPTION OF DUTIES:

- To provide the efficient and cost-effective delivery of legal services in the Contracts Team within a culture of customer focus, continuous improvement, service excellence and employee development;
- To give adequate and timely legal advice to the Councils and their various departments on all matters relating to public procurement legislation;
- To undertake complex and routine legal cases involving contracts and / or procurement matters without day to day supervision and to manage time and responsibilities accordingly;
- To deal with all matters within the Team and to report to, liaise with and assist the Principal Solicitor, Chief Solicitors and Director of Law as necessary. The post holder's caseload will include high profile, politically sensitive and financially weighted cases;
- To negotiate the most advantageous terms with external parties and attending meetings with Government Departments, other Local Authorities, other departments of the Councils and where appropriate other persons outside the Councils;
- To draft and advise on reports for the Leadership Team, Lead Members, Council Committees and Sub-Committees and to attend such committees and other meetings as the Director of Law may require;
- To attend and act as one of the legal advisers at Council meetings and committees as and when required (which may be held outside standard working hours) and to provide both legal and procedural advice to Members and Officers at these Committees;
- To ensure that all procedural/standing order requirements are complied with and to advise Members as necessary;
- Where appropriate, and in accordance with the Services' protocol, to instruct Counsel and/or external solicitors;
- To ensure proper records are maintained relating to all work undertaken;
- To monitor changes in the law and practice as they effect the Team and implement changes when necessary. To inform the client departments of changes in the law and practice;
- To meet monthly and annual chargeable hours targets;
- To assist with developing and implementing office systems and ensuring that the most efficient and cost-effective procedures are adopted. Ensuring that LEXCEL requirements for file management are complied with;
- To assist in identifying training needs for the Team and assist with Quality Management initiatives;
- To undertake any of the responsibilities within this Job Description for any other Council or other body which the Authorities have agreed to provide such services to;
- To undertake any other duties and requirements appropriate to the grading of the post

PERSON SPECIFICATION

Job Title:

Solicitor

Conditions to Note:

Candidates:

When completing your application form, please address your answers directly to each of the selection criteria below. This enables the panel to assess your ability to meet each criterion. It is essential that you give at least one example of your ability to meet each of the four Values and Behaviours: Putting Communities First, Respect, Integrity and Working Together.

Recruiting Managers:

The following values and behaviours are essential criteria in each post and must be addressed directly by candidates. The Guidance Notes on values and behaviours for managers give example questions to probe candidates in the interview and application stages of the recruitment process.

Values & Behaviours

The Royal Borough of Kensington and Chelsea has identified four key behaviours and values that should be demonstrated by all council employees. Successful candidates will show the ability to meet these behaviours. Candidates applying for managerial/leadership roles should also demonstrate two additional leadership behaviours.

A	Equal Opportunities Demonstrate an understanding of and commitment to Council policies in relation to Equal Opportunity, Customer Care and service delivery, and the ability to implement these policies in the workplace.
B	Qualifications Essential: You will be a qualified Solicitor, Barrister or Fellow of CILEx entitled to practice in England and Wales
C	Skills; Experience and Attitude Essential: <ul style="list-style-type: none">• Demonstrable ability to effectively communicate standard and complex legal issues to Members and officers and to provide cogent legal advice accordingly;• Demonstrable experience of dealing with and advising on contract and procurement matters and cases;• Demonstrable ability to work constructively with Council Members to a high degree of political sensitivity;• Knowledge of public procurement (Public Contracts Regulations 2015 and the Procurement Act 2023) and related legislation and case law including subsidy control matters;

	<ul style="list-style-type: none"> • Broad knowledge of Local Government law (and in particular how decisions are made) or equivalent knowledge and willingness to learn; • Computer literate; • Negotiating skills; • Ability to work with minimal supervision; • Ability to communicate clearly and precisely
Our Values & Behaviours	
D	<p>PUTTING COMMUNITIES FIRST</p> <ul style="list-style-type: none"> • We put local people at the heart of decision making in everything we do. • We seek to include and involve: all voices matter. • We provide quality services that are responsive, effective and efficient. <p>The following examples are indicators of effective behaviour:</p> <ul style="list-style-type: none"> • I actively involve and include the communities that I serve in my work. • I shall reflect the views of the communities in my daily work. • I shall improve the service I provide through seeking feedback from others. <p>Our residents will feel that:</p> <ul style="list-style-type: none"> • I have been included • I can see how my views have been taken into account • I can see improvements and developments based on my input
E	<p>RESPECT</p> <ul style="list-style-type: none"> • We listen to everyone and value the personal experiences of people in our communities and of each other. • We adopt a fair, and involving approach regardless of any way in which an individual is different to us. <p>The following examples are indicators of effective behaviour:</p> <ul style="list-style-type: none"> • I adapt my approach to take account of all differences and cultures in the community and with colleagues. • I ensure I am equitable and fair by including those who are quiet or may not be able to represent themselves. • I communicate in a way that is respectful, encourages involvement and meets people's needs.

	<p>Our residents will feel that:</p> <ul style="list-style-type: none"> • I feel my culture and background are respected. • I have confidence that action is being taken. • I feel I am being treated fairly.
F	<p>INTEGRITY</p> <ul style="list-style-type: none"> • We act with openness, honesty, compassion, responsibility and humility. • We let people know what we are doing and communicate why and how decisions have been made. <p>The following examples are indicators of effective behaviour:</p> <ul style="list-style-type: none"> • I demonstrate empathy in my interactions with others. • I am honest and transparent about the decisions I take. • I follow through on the actions I say I will take and take ownership for communicating the outcome. <p>Our residents will feel that:</p> <ul style="list-style-type: none"> • I am told when something is not possible and the reasons why are explained to me. • I feel my perspective is listened to and understood. • I feel my views are valued
G	<p>WORKING TOGETHER</p> <ul style="list-style-type: none"> • We work together and in partnership with everyone that has an impact on the lives of our residents. • We want to understand, learn from each other and continually adapt. <p>The following examples are indicators of effective behaviour:</p> <ul style="list-style-type: none"> • I work with others to provide an effective service for residents, local communities and other departments within the Council. • I seek ways to work with other departments to deliver a seamless service and find opportunities to improve. • I seek out opportunities to learn from my colleagues and build on good practice. <p>Our residents will feel that:</p>

	<ul style="list-style-type: none">• I can get my issue resolved without being passed around departments.• I find it easy to access the services that I need.• I feel the Council is open to new ideas.
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