

JOB DESCRIPTION

Job title	Solicitor
Directorate	Resources
Service	Bi-Borough Legal Services
Team	Housing and General Litigation
Grade	H

DBS Check Required	None
Justification for DBS	Choose an item.
Politically Restricted	No

Responsible to:	Principal Solicitor – Housing and General Litigation
Employees directly supervised (if applicable):	None
Organisational structure chart (job titles only, no employee names)	

1. JOB PURPOSE:

To provide expert professional/technical legal advice and guidance to council officers and Members 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 Local Government Housing and General Litigation law matters, including Homelessness, judicial review, advocacy on Tenancy Management, Temporary Accommodation and other local government housing, civil, commercial and Regulatory matters including high profile and complex cases.

2. DESCRIPTION OF DUTIES:

- To provide the efficient and cost-effective delivery of legal service in the Housing and General Litigation 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 housing and general legislation with an emphasis on knowledge of complex homelessness appeals, judicial reviews, policy matters, possession and ASB cases, injunctions, disrepair, understanding of leasehold matters and willingness to learn new and developing legislation such as Building safety act and fire safety.
- To undertake complex and routine legal cases involving housing and general litigation matters without day-to-day supervision and to manage time and responsibilities accordingly.
- To conduct proceedings, public inquiries, appeals and judicial reviews in the Courts and before Tribunals and to appear as an advocate as appropriate
- To deal with all matters within the Team and to report to, liaise with and assist the Principal Solicitor, and Directors 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 Department, other Local Authorities, other departments of the Councils and where appropriate other persons outside the Councils.
- To draft, prepare and collate statements of case and other legal documentation, to advise on law and evidence, and to have general conduct of all matters which are the responsibility of the post holder ensuring that time limits applicable to the case are complied with.
- To draft and advise on reports for the Cabinet, Cabinet Members, Council Committees and Sub-Committees and to attend such committees and other meetings as the Directors 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 officers and 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 LEXCEL requirement 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.

The duties and responsibilities outlined in this job profile are indicative of the role, however they are not exhaustive and may be subject to change. In addition, you will be required to undertake other reasonable duties as directed by your manager.

SELECTION CRITERIA/PERSON SPECIFICATION

Conditions to Note:

The person specification outlines the essential requirements the post holder or applicant must meet to fulfil the role and the duties outlined.

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.

Resilience:

We encourage staff to assist the council during a significant emergency response which will focus on meeting the needs of residents. This may necessitate staff involvement, and in exceptional circumstances, could involve redeployment to support the emergency response.

Informed by our learning from the Grenfell tragedy, senior managers (Head of Service and higher) are expected to play an active coordination and leadership role in the Council's broader emergency response efforts during major or serious incidents. This includes arranging urgent resources from their own services and rallying staff teams to help residents during their time in need.

Values & Behaviours

The Royal Borough of Kensington and Chelsea have identified four key behaviours and values that should be demonstrated by all council employees. Successful candidates will show the ability to meet these 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/Training/Certificates You will be a qualified Solicitor, Barrister or Fellow of CILEx entitled to practice in England and Wales
C	Skills, knowledge and experience To provide efficient and cost-effective delivery of legal services in the Housing and General Litigation 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 housing and general legislation with an emphasis on knowledge of complex possession matters, ASB, disrepair, advice on policies, homelessness appeals, judicial reviews and understanding of leasehold matters.
- To undertake complex and routine legal cases involving housing and general litigation matters without day-to-day supervision and to manage time and responsibilities accordingly.
- To conduct proceedings, public inquiries, appeals and judicial reviews in the Courts and before Tribunals and to appear as an advocate as appropriate.
- Be willing to learn and train on new and upcoming legislation.
- 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, prepare and collate statements of case and other legal documentation, to advise on law and evidence, and to have general conduct of all matters which are the responsibility of the post holder ensuring that time limits applicable to the case are complied with.
- To draft and advise on reports for the Cabinet, Cabinet 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 officers and 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.
--	---

OUR VALUES AND BEHAVIOURS

Our values and behaviours underpin everything we do.

They guide our interactions with residents, businesses, visitors, partners and each other.

They are also a measure of how well we've done.

Our Values & Behaviours	
D	PUTTING COMMUNITIES FIRST • 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. The following examples are indicators of effective behaviour: • 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. Our residents will feel that: • 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	RESPECT • 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. The following examples are indicators of effective behaviour: • 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. Our residents will feel that: • I feel my culture and background are respected. • I have confidence that action is being taken. • I feel I am being treated fairly.
F	INTEGRITY • 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. The following examples are indicators of effective behaviour: • 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. Our residents will feel that: • 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	WORKING TOGETHER 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. The following examples are indicators of effective behaviour:

	• 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. Our residents will feel that: • 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.
--	--