

# Rutland County Council

## Job Description

<b>Job Title:</b>	<b>Principal Solicitor</b>
<b>Grade:</b>	<b>P04 - £41,846 to £44,697</b>
<b>Department:</b>	<b>Resources</b>
<b>Team:</b>	<b>Legal and Corporate Governance</b>
<b>Line Manager:</b>	<b>Deputy Director Resources – Legal and Corporate Governance</b>

### Functions of the job:

- Provide complex legal advice to Members and officers of the Council on the whole range of legal and constitutional matters to ensure that high quality legal advice is provided at all stages of the Council's decision making process.
- Manage the Council's provision of legal support through an external provider to ensure timely and quality advice and value for money from the Council's Legal Services contract; act as a 'gateway' of issues referred to an external provider for specialist advice.
- Provide legal input into corporate and strategic issues to enable the Council to fulfil its lawful obligations and perform its functions in accordance with the law and constitution of the Council.
- Provide advice to Elected Members on the interpretation of the Council's Code of Conduct. Support the delivery of any training programme for Members on ethical standards and Code of Conduct issues.
- Support the Deputy Director Legal and Corporate Governance to devise and keep under review all corporate governance and legislative issues to ensure the Council has full regard for these matters.
- Provide technical advice, briefings and expertise on corporate governance, legal probity and risk management to ensure the Council meets the highest standards of ethical and corporate governance.
- Report to and attend as required meetings of the Council, Cabinet, Scrutiny Panels and Committees in order to ensure timely decision making processes in compliance with the Council's Constitution. Develop and maintain effective working relationships with Elected Members.
- Make arrangements for the effective and efficient preparation and processing in a timely manner of legal documents (including contracts, agreements, deeds, notices, orders).



- Present cases before the Courts, Tribunals or Public Enquiries (or arrange for representation) to ensure that the Council's interests are fully protected.
- Anticipate and pro-actively determine the effect of new legislation, case law, regulations and government policy etc.

### Behaviours

- To be a role model for the One Council ethos and values.
- Understand and be sensitive to organisational culture and politics across and beyond RCC.
- Be confident, professional, politically astute and customer focused in all interaction with internal and external customers, members and partners.
- Respond to pressure and change – flexible and adaptable to sustain performance.
- Build and manage relationships, share knowledge and skills to deliver shared goals.
- Actively support new initiatives and try different ways of doing things.
- To act in accordance with the principles set out in the Employee Code of Conduct and the Council's Values, recognising the duty of all public sector employees to discharge public functions reasonably and according to the law.
- Comply with the Leadership and Management Behaviours in order to contribute to the achievement of the Council's strategic aims and objectives.

*This job description indicates the main areas of activity of this post. From time to time, however, other tasks/duties may be required but these will fall within the general areas of responsibility and grade of the post.*

## Person Specification

**Qualifications:** Qualified solicitor or barrister  
Fellow of CILEX  
Evidence of continuous professional development

**Experience:** Post qualification experience of undertaking complex case work in a legal role across a range of functions

A track record of excellence as a legal adviser, including a proven focus on problem solving and constructive thinking

Financial/budget management experience

Experience of advising Cabinet/Council/Committees

**Knowledge:** Thorough understanding of the concepts underpinning all aspects of administrative and corporate law as it relates to local government



In depth understanding of the role of Members in local democracy and of the meaning of ethical governance in public authorities

An understanding of corporate governance as it applies to local government

**Skills:**

Personal and professional credibility and a high level of probity and integrity.

High level oral skills including delivery of formal presentations in public settings, senior officers and elected Members, in order to influence, persuade and negotiate.

High level of report writing skills including business cases, strategy, policy, legal responses

Analytical and problem solving skills.

Sufficient IT skills to work with spreadsheets, database and e-mail.

**Values**

To act in accordance with the principles set out in the Employee Code of Conduct and the Council's Values

Able to recognise discrimination and be proactive in ensuring the Council's policy is put into practice.

Able to have flexible working pattern including some evening and weekend working

Commitment to high performance and continuous improvement. Political sensitivity and the ability to exercise appropriate discretion, tact, diplomacy, confidentiality and judgement

