

Job Description

Job Title	Trainee Solicitor
Directorate	Law & Governance
Service Area	Legal Services
Grade	4
Competency Level	1
Salary	£27,254 to £31,022
Job Type	Hybrid
Location	Cunard Building
Disclosure and barring service (DBS)	Not Required
Job Evaluation Ref No	A9215

Job Purpose

- To undertake and successfully complete traineeship in Legal Services
- To provide legal support and carry out legal casework within the City Law & Governance directorate across the following teams:
 - Child Protection
 - Commercial Law
 - Property and Regeneration
 - Adult Social Care and Litigation
 - Planning and Regulatory Law



Directly Responsible For:

N/A

Directly Responsible To:

- Deputy Head of Legal Practice & Business and other managers and lawyers who have day to day supervision of the role

Main Areas of Responsibility:

- To support the Heads of Law, Senior Lawyers, and Lawyers in advising and assisting the client departments throughout Liverpool City Council and its partner organisations
- To conduct casework, subject to supervision
- To take instructions from clients and prepare case plans
- To undertake advocacy on behalf of Liverpool City Council in accordance with appropriate rights of audience
- To draft legal documentation including Court applications, Witness Statements, Briefs to Counsel and Statements of Case
- To liaise with the courts, counsel, and parties to proceedings via telephone, correspondence, and in person where relevant
- To represent Liverpool City Council at meetings, conferences with Counsel and to attend court with Counsel in appropriate circumstances
- Through research, to maintain and disseminate a constant awareness of good practice and new legislation /case law in the relevant areas of specialism within the City Law and Governance Directorate, for the benefit of colleagues and clients
- To develop and maintain experience and expertise of the law and local government law and practice

- To comply with the requirements of the Solicitors Regulation Authority's Authorisation of Individuals Regulations
- Plan and prioritise allocated work efficiently
- Strong influencing and negotiating skills with the ability to maintain effective, credible relationships
- To work flexibly and collaboratively across the wider Directorate, as required.
- Ensure effective operational use of all Directorate resources by regularly reviewing working methods, systems, and equipment
- To act in accordance with and promote the Nolan Principles in the council
- To be flexible with regards to working hours to ensure that Directorate needs, and client requirements are met
- This job description is not intended to be either prescriptive or exhaustive, it is issued as a framework to outline the main areas of responsibility at the time of writing. The job holder will carry out such other tasks as may reasonably be required

Supervision and Management Responsibility:

- No supervisory or line manager responsibility

Budget and Financial Responsibility:

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact

Social Value Responsibility:

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities



Physical Demands of the Job:

- None

Corporate Responsibility:

- Contribute to the delivery of the Council Plan
- Delivering and promoting excellent customer service, externally and internally
- Commitment to customer excellence and learning from feedback in the drive for continuous improvement
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan

Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency level **1**.



[The competency framework can be found here.](#)

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.



Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

Qualification and training

Essential

- Qualifying law degree (QLD); Graduate Diploma in Law (GDL); FCILEx/CILEx Lawyer, and have successfully undertaken either the:
 - Legal Practice course (LPC); or
 - Solicitors Qualifying Exam (SQE 1). (A)

Experience

Essential

- Excellent communication skills both orally and in writing (A/I)
- Ability to follow instructions and adhere to procedures and legislation, and to develop creative solutions to problems (A/I)
- Ability to organise own time and workload effectively, and work under pressure and meet deadlines whilst helping with a diverse caseload and to work collaboratively at all levels and in a non-hierarchical way (A/I)
- Ability to be proactive and have the energy, commitment and resolve necessary to get the job done (A/I)
- Ability to demonstrate a desire in pursuing a career within the local government legal profession (A/I)
- Ability to carry out a variety of specific duties related to the role, competently and efficiently with training and/or support as appropriate (A/I)

- Ability to demonstrate a logical and practical approach to tasks and a professional attitude at all times and in all situations (A/I)

Desirable

- Experience of using case management systems and Office 365 applications effectively is desirable
- Experience of working within an office / administration environment is highly desirable

Commitment

Essential

- A commitment to acting in line with the Nolan Principles and the Council's statutory duties (A/I)
- A commitment to adhering to the Council's diversity and inclusion policies (A/I)
- A commitment to gaining a greater understanding of the workings of Local Government Law and Practice (A/I)

Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council