



## JOB DESCRIPTION AND PERSON SPECIFICATION

<b>Job Title:</b> Principal Solicitor (Litigation) OM2	<b>Directorate:</b> Governance and Legal Services
<b>Section:</b> Litigation	<b>Reporting to:</b> Director of Governance and Legal Services
<b>Grade:</b> OM2	<b>Hours per Week:</b> 37
<b>Post Number:</b>	<b>Number of Employees Reporting to Post:</b> 9
<b>Special Conditions:</b> <ul style="list-style-type: none"> <li>The job of Operational Manager cannot be satisfactorily undertaken within a fixed working week and some evening and weekend working will be required for proper performance of the duties.</li> <li>This post is politically restricted in accordance with the Local Government and Housing Act 1989 (as amended by Local Democracy, Economic Development and Construction Act 2009).</li> </ul>	<b>Location of Post:</b> The service operates a hybrid working model which enables employees to work from home or in an office base which is currently County Hall, Cardiff Bay.
<b>Job Purpose:</b> The Principal Solicitor will be responsible for: Undertaking the day-to-day supervision and management of the Litigation Team dealing with criminal and civil litigation (excluding social services litigation); legal work associated with the Council's regulatory, housing, employment, education, and quasi-judicial functions; advice to the Council, Cabinet, Committees, and Directorates on related legal matters; representation of the Council in Court and at Tribunals, hearings, and inquiries. The postholder will also be a member of the Directorate Management Team.	
<b>Duties and Responsibilities</b>  <b>Job Specific Requirements</b> 1. To supervise, manage, and monitor the performance of the staff and work of the Litigation Team, including criminal and civil litigation (excluding social services litigation); legal work associated with the Council's regulatory, housing, employment, education, and quasi-judicial functions; advice to the Council, Committees, and Directorates on related legal matters; and representation of the Council in Court and at Tribunals, hearings, and inquiries	

2. To act as the Directorate's lead employment lawyer.
3. To conduct litigation (both civil and criminal) on behalf of the Council, including acting as the Council's advocate before Courts, Tribunals, hearings, and inquiries.
4. To attend and advise, as required, meetings of the Council and its Cabinet, Committees, Sub-Committees, Senior Management Team, and working parties.
5. To provide general legal advice to Directorates and officers of the Council, and to associated bodies, companies, and organisations.
6. To be a member of the Directorate Management Team.
7. If required and able to be the Service Training Principal for trainee solicitors, registered with the Solicitors Regulation Authority.

**Corporate Requirements**

1. To participate actively in supporting the principles and practice of equality of opportunity as stated in the Council's Equal Opportunities Policy.
2. To take reasonable care for the health and safety of yourself and other persons who may be affected by your acts or omissions and to comply with all health and safety legislation as appropriate.
3. To, as a statutory duty, adhere to the Council's Corporate Safeguarding Policy and associated policies and procedures and to report concerns regarding the safety and wellbeing of children or adults at risk. In order to support you in this, you are required to access safeguarding training at the level which is relevant to this post.
4. As a term of your employment, you may be required to undertake such other duties and/or times of work as may reasonably be required of you, commensurate with your grade or general level of responsibility within the organisation.
5. Although you will be provided with a base, you will be required to work from various locations in accordance with the needs of the role.

**DATE COMPLETED:** \_\_\_\_\_ **AGREED BY:** \_\_\_\_\_  
**(Recruiting Manager)**

**Date Received by Post holder:** \_\_\_\_\_

**Signature of Post holder:** \_\_\_\_\_



## Person Specification

**Job Title:** Principal Solicitor (Litigation)

**Post Number:**

### THE PERSON APPOINTED MUST MEET THE FOLLOWING REQUIREMENTS

Area to be Demonstrated	Essential Requirements  YOU MUST DEMONSTRATE THAT YOU MEET THESE REQUIREMENTS	Desirable Requirements  YOU DO NOT HAVE TO MEET THESE REQUIREMENTS BUT IF YOU DO, PLEASE TELL US	How Assessed  Application Form or Interview or Both
<b>Competencies (as per Behavioural Competency Framework)</b>	<ul style="list-style-type: none"> <li>• Putting Our Customers First – Level 4</li> <li>• Getting Things Done – Level 4</li> <li>• Taking Personal Responsibility – Level 4</li> <li>• Seeking to understand others and treating them with respect – Level 4</li> </ul>		Application Form, Interview, Written Test and Presentation
<b>Education &amp; Training</b>	Solicitor or barrister or equivalent qualification with ability to practice.	Management training or willingness to undertake training	Application Form & Certification where required
<b>Experience / Knowledge</b>	<p>Experience and knowledge of administrative law and governance matters within a local government context.</p> <p>Experience and knowledge of employment law and Employment Tribunals.</p> <p>Experience and knowledge of litigation.</p>	<p>Experience and knowledge of criminal law, civil law, licensing and some other regulatory functions of local authorities, housing law, education law, and the quasi-judicial functions of local authorities.</p> <p>Awareness of and interest in administrative law and governance matters within a local government context.</p>	Application Form, Interview, Written Test and Presentation

		<p>Experience of working with elected members.</p> <p>Experience of managing employees.</p>	
<b>Skills and Abilities</b>	<p>Ability to manage and motivate staff and monitor performance.</p> <p>Excellent communication skills, both written and oral.</p> <p>Ability to work as an effective part of a professional team to deliver complex issues.</p> <p>Politically sensitive and able to work closely with Elected Members, Chief Executive, Corporate and other senior managers</p> <p>Competent IT user</p> <p>Effective advocate</p>		<p>Application Form, Interview, Written Test and Presentation</p>
<b>Personal Attributes</b>	<p>Commitment to continuous service improvement</p> <p>Demonstrable leadership qualities and ability to work under pressure to tight timescales and to motivate others to deliver.</p> <p>Commitment to the Council's policies on Equality and Diversity</p>	<p>Be willing to undertake further training</p>	<p>Interview</p>
<b>Special Circumstances</b>	<p>Ability to travel to various locations</p>	<p>Full valid driving licence</p>	<p>Application Form and Interview</p>