

EAST CAMBRIDGESHIRE DISTRICT COUNCIL

JOB PROFILE

JOB TITLE:	TRAINEE SOLICITOR/ CHARTERED LEGAL EXECUTIVE	POST NO:	CFE18
REPORTS TO:	LEGAL SERVICES MANAGER	GRADE:	SCALE 5
		DATE:	SEPT. 2016
DEPARTMENT:	LEGAL SERVICES		

Purpose

To be part of the Council's Legal Services team, which provides comprehensive legal service, in particular the areas of conveyancing (including leasing), planning obligations, civil and criminal litigation and contracts. The following list is typical of the level of duties which the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar type and level may be required from time to time.

Principal Accountabilities

Under the direction of the Legal Services Manager (taking advice where necessary from qualified staff) to:

1. Carry out with care and accuracy the conveyancing (including leasing), related property documents, and any appropriate administrative procedures in connection with the acquisition and disposal of property, or interests in such property
2. Carry out with care and accuracy the negotiation and drafting of planning obligations under S106 of the Town and Country Planning Act 1990 (as amended).
3. Carry out with care and accuracy the drafting of pleadings in connection with civil and criminal litigation.
4. Carry out with care and accuracy the drafting and completion formalities for contracts; drafting contracts, documentation, correspondence, advice and reports upon instruction, under direction/ or on own initiative where appropriate.
5. Represent the Legal Services Manager/ the Council, in meetings, and (where appropriate contested) proceedings before Courts, Inquiries and Tribunals as may be required.
6. Provide timely and accurate legal advice to Committees, Members, Directors, Service Leads and officers in relevant services in relation to the assigned work, in accordance with agreed performance indicators.

General/Miscellaneous

7. Participate in training and exercises in support of the Council's preparations for responding to civil emergencies within the District.
8. Assist in monitoring and reviewing the performance of such work in accordance with agreed policies, including – although not limited to any relevant Charter Mark or LEXCEL accreditation and programmes to ensure that aims and objectives are achieved and to make a positive contribution to the formulation and implementation of the departmental policies and programmes.
9. Demonstrate a commitment to the principles of equal rights both in relation to employment issues and service delivery, and to adhere to the policies of the Council in the performance of their duties.
10. Respect all confidentiality and principles and practice of the Data Protection Act.
11. Comply with Health and Safety policies and legislation.

Special Conditions

The post is designated as politically restricted.

There will be the requirement to work occasionally outside office hours.

Business Travel (Cross) Lease Car Essential User Casual User x