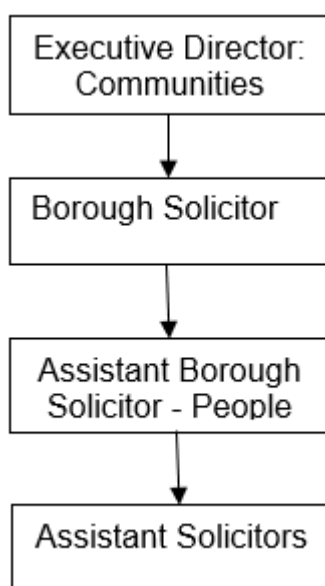


JOB DESCRIPTION

Job Title:	Assistant Solicitor/Barrister		
Directorate:	Communities	Salary:	£46,731 - £51,802 FTE plus £706 London Weighting and £7,500 Welcome Payment subject To T&Cs. (£26,523 - £29,491 pro rata Plus £400 LW and £4,256 Welcome Payment subject to T&Cs).
Section:	Legal Services	Grade:	BG-E, SCP37-42
Location:	Time Square	Work Style:	Flexible

Key Objectives of the role

- The Legal Service provides comprehensive specialist legal advice and assistance, primarily to Bracknell Forest Borough Council and the schools in the borough.
- The duties and responsibilities set out below describe the general nature of work required to be performed by the post-holder. They are not presented as an exhaustive list. The role will be developed through annual objectives.
- The post-holder will be expected to provide legal advice, assistance and representation to the Council and to other clients.

Designation of post and position within departmental structure

Daily and monthly responsibilities

- To provide client focused, high quality and responsive specialist legal advice and assistance across the Council primarily focusing on Housing matters.
- To advise and represent the Council in respect of both contentious and non-contentious Housing law.
- To advise and represent the Council in the County Court, Magistrates Court and other mediation.
- To advise and represent the Council in High Court Judicial Review matters in respect of Housing and Homelessness legislation.
- To appraise Council departments/committees of new legislation and developments Housing law which may affect the exercise of their powers and functions.
- To provide strategic advice in respect of Housing law matters.
- Draft, review and advise on policy and guidance in relevant areas of work.
- To develop officer skills in relevant areas of expertise by provide training as required to work colleagues in Legal Services and client departments.
- To provide advice and assistance on complaints.
- Direct communication with the public, where necessary, and third-party professionals, such as external lawyers, counsel, judges, the police and independent experts.
- Such other duties as may, from time to time, be compatible with the nature of the post and are appropriately and reasonably delegated to the postholder.
- To maintain personal case load information and case progression data including time recording in computerised form as instructed.
- Demonstrating commitment to the values and required behaviours of the Council as assessed at annual appraisal meetings.

Scope of role

High level of professional judgement and political awareness required.

The post-holder will be required to represent the Council publicly in a variety of venues, including the courts, professional meetings and multi-agency meetings.

No budgetary or resource control.

Commitment to the Council's Equal Opportunities policy at all times

Commitment to working within the bounds of the Data Protection Act and GDPR legislation at all times

Such other duties as may from time to time be necessary, compatible with the nature of the post. It should be noted that the above list of main duties and responsibilities is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only.

PERSON SPECIFICATION

KEY CRITERIA	ESSENTIAL	DESIRABLE
Skills and qualifications	<p>Solicitor (with a current practising certificate / eligible to apply for a practising certificate) or Barrister (registered with the Bar Council)</p> <p>Good knowledge and experience in Housing law, including litigation</p>	<p>Second class honours degree or higher</p> <p>Qualification or training related to local government law and practice</p> <p>Experience in another field of local government law, eg. debt recovery litigation or employment</p>
Competence Summary (Knowledge, abilities, skills, experience)	<p>Knowledge of Housing law</p> <p>Knowledge of litigation law and procedures as applicable to Housing law</p> <p>Ability to give high level legal advice to officers</p> <p>Ability to provide training and guidance as required</p> <p>Ability to work under pressure and to ensure that all deadlines are met</p> <p>Ability to respond efficiently and proactively to meet the changing needs of clients</p> <p>Ability to provide innovative and effective legal advice and solutions.</p> <p>Excellent communication skills. Must be able to communicate clearly both orally and in writing.</p> <p>Good numeracy and analytical skills.</p> <p>Be adaptable and capable of transferring legal skills to unfamiliar areas of law.</p> <p>Be self-sufficient and able to prepare own documentation without administrative support.</p> <p>Ability to use Outlook, SharePoint and Teams.</p> <p>Ability to use time recording and case management system.</p>	<p>Knowledge and understanding of local government and the democratic framework in which local government operates.</p>

Work-related Personal Requirements	Must work a minimum of 3 days during the working week (Monday to Friday)
	Must have excellent interpersonal skills
	Must be a good team player with the skill to be able to form effective and harmonious working relationships
	Must be able to inspire confidence and influence others
	Must be able to attend remote and in-person meetings and court / tribunal hearings, as necessary
Other Work Requirements	Must maintain up to date time recording and digital case records in the case management system
	Ability to travel to client meetings and court / tribunal hearings, as required
	This role has been identified as public facing in accordance with Part 7 of the Immigration Act 2016; the requirement to fulfil all spoken aspects of the role with confidence in English applies
	This post is a politically restricted post. The post holder must adhere to the legislative requirements relevant to such posts.
Role models and demonstrates the Council's values and behaviours	Our values define who we are. They outline what is important to us. They influence the way we work with each other – and the way we serve our residents and engage with our communities.
	We make our values real by demonstrating them in how we behave every day.

All staff should hold a duty and commitment to observing the Council's Equality & Dignity at Work policy at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and Council policies/procedures.



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