

JOB DESCRIPTION

JOB TITLE	Trainee Solicitor
GRADE	Band G
REPORTING TO	Principal Lawyer
JD REF	CSUP0013G

PURPOSE

The Trainee Solicitor will provide (as directed) legal advice and support to Members and officers of the Council on legal, constitutional, procedural and administrative matters particularly in relation to the areas of legal practice that are assigned. They will undertake a varied programme of structured work placements working in key areas where they will learn and develop the skills of a future solicitor.

MAIN DUTIES AND RESPONSIBILITIES

1. Provide constitutional, procedural and administrative advice for the Council and its services in relation to the area of legal practice assigned.
2. Draft appropriate legal documents, notices, forms, memoranda as required which protect the interests, income and reputation of Wirral Council.
3. Undertake advocacy, attend upon Counsel and attend court as directed.
4. Provide assistance as directed with regard to the legal work of the Council emanating from Council, any Committees, Sub-Committee or Panels.
5. Provide advice on current legislation in area of legal practice assigned, including statutory interpretation, for internal and external contacts as required.
6. Assist with the legal work associated with safeguarding matters, prosecutions, civil litigation, planning, land and property, contracts/procurement and investigations.
7. Keep up to date with legal development relevant to the Law & Governance department practice.
8. Work towards the Professional Skills Course (PSC) final professional qualification.

9. Take advantage of opportunities to network with senior staff and other graduates to build up a strong network across the organisation.

10. Develop and maintain an understanding and awareness of relevant initiatives and challenges facing local government.

11. Undertake a variety of placements (seats) over two years across a range of legal and committee services. Placements will last 3 / 6 months and entail a significant level of responsibility/impact.

ESSENTIAL CRITERIA

Qualifications:

- Graduate with an appropriate degree, or equivalent qualification and successfully completed LPC (Masters standard professional qualification).

Knowledge & Skills:

- Understand civil and/or criminal court procedures.
- Commercial awareness.
- Interpersonal, organisational and written/oral skills.
- Ability to manage own workload with minimal supervision.
- Computer literate.
- Ability to work to tight deadlines.
- Ability to interpret legislation.
- Ability to communicate with clarity at all levels and in an appropriate manner.
- Ability to draft legal documents with strict attention to detail.
- Excellent presentational skills.

Experience:

- Experience of effective legal research.

DESIRABLE CRITERIA

Knowledge & Skills:

- Knowledge and/or experience in the use of a legal case management system.
- Knowledge of Local Government and its current challenges.

Experience:

- Advocacy experience.
- Experience of local government practice and/or public law.
- Experience of working within a legal office.
- Experience of dealing with courts and the Court Service.



ADDITIONAL INFORMATION:

- Be able to travel within and around the Borough using public or private transport and work from various locations.
- This post requires a combination of home and office work – hybrid working applicable.

DATE OF APPROVAL: 19/04/2023

APPROVED BY: VICKI SHAW (HEAD OF LEGAL SERVICES)

