

# Job Description

<b>Job Title</b>	Trainee Solicitor
<b>Grade</b>	Band G
<b>Reporting To</b>	Senior Lawyer
<b>JD Ref</b>	CSUP0013G

## Purpose

The Trainee Solicitor will provide (as directed) legal advice and support to Members and officers of the Council on legal matters, constitutional, procedural and administrative advice, 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

### Behavioural:

- Enjoy, achieve, create impact, and thrive in the role and organisation.
- Live our values in the role and organisation.

### Legal service specific duties & responsibilities:

- Provide constitutional, procedural and administrative advice for the Council and its services in relation to the area of legal practice assigned.
- Draft appropriate legal documents, notices, forms, memoranda as required which protect the interests, income and reputation of Wirral Council.
- Undertake advocacy, attend upon Counsel and attend court as directed.
- Provide assistance as directed with regard to the legal work of the Council emanating from Council or any Committee, Sub-Committee or Panel of the Council.
- Provide advice on current legislation in area of legal practice assigned, including statutory interpretation, for internal and external contacts as required.
- Assist with the legal work associated with safeguarding matters, prosecutions, civil litigation, planning, land and property, contracts/procurement and investigations.
- Keep up to date with legal development relevant to the Law & Corporate Services department practice.
- Work towards the Professional Skills Course (PSC) final professional qualification.
- Take advantage of opportunities to network with senior staff and other graduates to build up a strong network across the organisation.

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

#### **Compliance:**

- Adhere to and comply with all relevant corporate policies and procedures including Health & Safety, General Data Protection Regulations (GDPR), Corporate Governance and Code of Conduct.

#### **Other:**

- Any other duties commensurate with the grade.

## **Role Specific Knowledge, Experience And Skills**

### **Qualifications**

#### **Essential:**

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

### **Knowledge & Skills**

#### **Essential:**

- Understand civil and/or criminal court procedures.
- Commercial awareness.
- Interpersonal, organisational and excellent written/oral and presentation 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.
- Knowledge and/or experience in the use of a legal case management system. - *Desirable*
- Knowledge of Local Government and its current challenges. - *Desirable*

### **Experience**

#### **Essential:**

- Experience of effective legal research
- Experience of teamwork
- Experience of working within a legal office. - *Desirable*
- Experience of dealing with courts and the Court Service. - *Desirable*



**ACCOUNTABLE**



**AMBITIOUS**



**RESIDENT  
FOCUSED**



**PROFESSIONAL**

- Experience of criminal and/or civil litigation. - *Desirable*
- Advocacy experience. - *Desirable*
- Experience of local government practice and/or public law. - *Desirable*

## Additional Information

Ability to travel across the Borough using own or public transport.

Work hybrid, with a flexible working approach to accommodate service needs.

On occasion, able to work outside traditional hours, of a weekend and evening as required, adopting a flexible working approach in response to business requirements.

**Approved By: Vicki Shaw, Head of Legal Services**

**Date Of Approval: April 2024**



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