

Trainee Solicitor Information Pack

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We're thrilled you'd like to join us here at Wirral Council. We need great people like you with compassion and energy who are ready to work with us to #BeTheDifference to our residents and communities.

Our vision is to work together to promote fairness and opportunity for people and communities. To make our vision a reality, we need you to join us.

We're focused on delivering the key priorities of our Council Plan. This plan sets out how we will continue to navigate the challenges we face and seize the exciting and ambitious opportunities for the future of Wirral. It translates our vision into deliverable organisational actions, providing clarity on what will be delivered and when.

For many thousands of our residents, what is most important to them is what they see when they open their front door. They want to see clean streets, parks and beaches which are well maintained and attractive. They want to live in a place which is free of anti-social behaviour and crime, and to be able to take an active role in making their community a better place to live. Our job is to help make this happen.

[Wirral View is a great place](#) to find out about what's been happening to put our Council Plan into action.

In this pack you'll find all the information and insight into what it's like to work at Wirral and our offer as one of the largest employers in the borough, our fantastic workplace benefits and important information about the role.

“Our vision is to work together to promote fairness and opportunity for people and communities. To make our vision a reality, we need you to join us”



Welcome from Vicki Shaw, Head of Legal Services

“Thank you for your interest in the role. This is an exciting time to join Wirral Council’s Legal team.

We’re looking for Trainee Solicitors that are ambitious, driven to succeed and who are ready to embrace the next part of their career. At Wirral, we take development of our staff as a top priority and being part of a highly experienced Legal team, you’ll have the opportunity to learn from these experienced professionals. Such career development could be through formal training, project work and/or opportunities to work closely with members.

This is an exciting opportunity which will provide you the kind of professional challenge and growth you will naturally aspire to as an ambitious legal professional. You will be welcomed by a supportive, talented and passionate legal leadership team who are at the forefront of delivering fast-paced, challenging and ambitious plans for the borough.

If you would like to learn a little more, please contact our Recruitment Team who will be very happy to tell you about our exciting opportunity. More detail of the role can be found below and within our Job Description and person Specification.

I hope you will be inspired to want to join our team and help us turn our vision into reality. Many thanks for your interest and I look forward to receiving your application.”

V.Shaw

Vicki Shaw, Head of Legal Services

“Local Government creates opportunities unlike any other legal environment, with the chance to improve our economy, our local communities and impact on every angle of our daily lives.”

About the role

This is an exciting opportunity to gain an understanding of local government law across all disciplines under the supervision of experienced professionals. This is a fixed term appointment for two years.

A key focus of the role will be to provide advice to Members and officers of the council, including constitutional, procedural and administrative advice, ensuring the Council's objectives are at the heart of the service. Day to day duties will involve legal research and drafting appropriate legal documents, notices, forms and advice notes as required, which protect the interests, income and reputation of Wirral Council. You will also undertake advocacy, attend upon Counsel and attend court as directed.

Above all we are looking for individuals who can provide pragmatic and customer-focused advice on current legislation in relation to contracts and commercial matters, including statutory interpretation, for internal and external stakeholders as required. Whilst at the same time working towards the Professional Skills Course (PSC) final professional qualification.

The successful candidates will work on their own initiative, be solution focused, pragmatic and escalate matters where appropriate. They will further show tact, diplomacy, empathy and political awareness with resilience, especially in dealing with competing and demanding pressures and potentially emotionally difficult situations and information.

Ultimately, you will demonstrate a commitment and enthusiasm to making a difference for residents, you will role model our values and will be an ambassador for the Council.

As a Trainee Solicitor, you will have completed the Legal Practice Course and be available to undertake formal training and qualify as a solicitor in accordance with the Law Society training standards.

“Full of challenge, creativity and innovation, and value led in its approach, the practice of law in local government is stimulating, satisfying and forward thinking.”

Why Wirral?

You're likely to want to know more about us and why we believe anything is possible:

- Named as one of the happiest places to live in the UK, Wirral is a unique place, home to a growing population of over 320,000 people and over 8,000 businesses.
- Our stunning peninsula extends to 60 square miles and boasts 25 miles of scenic coastline. It's an area of outstanding natural beauty, with a rich mixture of culture and heritage.
- Our environment, parks and leisure and cultural offer are among the best in the UK, offering cutting edge technology and executive living along the banks of the river Mersey, overlooking the world-famous Liverpool skyline.
- We're only a stone's throw away from the thriving city of Liverpool and historic Chester, and there is something for everyone of all ages.

[Discover more about the borough and what makes it a great place to live.](#)



Council Plan priorities - our ambitions

- To deliver **high quality efficient universal** services to all residents
- To **prioritise** those with the greatest needs
- To deliver council services within the means of the council **budget**
- To be prepared to **innovate** and face the future
- To play our part in addressing the **climate emergency** and protecting our environment
- To work across communities with community, voluntary and faith organisations and partners to improve all residents' **life chances**
- To deliver our ambitious **regeneration programme** through increased investment, jobs and new businesses throughout the borough



Leading at Wirral

You'll probably want to know what it's like to work here and how we do things. At Wirral, we want to create, encourage, and foster strong, values-led leadership which positively impacts on all our people and the entire borough.



We need compassionate leaders who **listen, engage, inspire, trust and empower** people, to move us forward and navigate the complex challenges and opportunities ahead.

Shaped by our people, our Leadership Behaviour Framework describes what great leadership looks like at all levels and sets the expectations for how we lead here at Wirral.

Our **organisational values** are at the heart of great leadership at Wirral. They are more than just a piece of paper on our walls. We've all played a role in developing these to reflect the immense pride we have in what do we.

They reflect us, what matters to us, what motivates us, what inspires us and how we think, behave and approach things. They act as the compass that guides the way we approach our work and 'how we do things around here.

Our leadership team

We would like to introduce you to the leadership team to give you an overview of how we are organised to achieve all of this:

- [Our Elected Members](#)
- [Our Senior Leadership Team](#) and how we're organised to deliver the Wirral Plan.

How we achieve our ambitions

We're dedicated to creating an environment where you're valued and have the right culture and skills to thrive now and in the future.

Here's how we do this:

- **Meaningful work**
Making sure all our roles have meaning and empowering people to #BeTheDifference.
- **Great Growth Opportunities**
Everyone can access opportunities that support them to learn, grow, develop and progress.
- **Innovation**
Creative and unconventional thinking by our people is actively encouraged and supported.
- **Positive Work Environment**
Flexible, positive and inclusive workplaces where everyone cares, belongs and has a voice.
- **Great Leadership and Management**
Values based and trustworthy leaders who show kindness and compassion, who listen, inspire and empower.

These elements make up our **People Strategy** and when delivered together, they ensure we have the right skills and capabilities both for now and the future, and the right culture for everyone to succeed. They are based on what we know and what our people have told us creates a great place to work.

How we reward our people

You'll have access to a personalised employee benefit package here at Wirral. Our colleagues have told us what really matters to them and what they most value. We are committed to making Wirral a great place to work, with the right environment and conditions for you to thrive.

Pay: The salary range for this post is **£29,777 to £33,024**

Leave: You'll receive a generous annual leave allowance of 28 days leave per year, plus 8 additional public holidays

How we work: We work a 36-hour week based around a highly flexible and hybrid model of working, giving you the choice of where and how you work. Technology is at the forefront of our modern workforce: we make maximum use of digital technology to ensure that our staff can be flexible and responsive to the needs of our customers and to achieve a greater work-life balance.

Development: You'll benefit from our track record of developing, growing and investing in our people.

Support: You'll have access to our Employee Assistance Programme which offers a confidential service for employees and their families 24 hours a day / 7 days a week. The programme provides expert advice and counselling in areas such as finances, family and personal problems, work issues, health related problems, childcare and consumer rights.

Benefits: You can take advantage of a range of discounts in over 7,000 outlets on shopping, dining out, theatre, cinema, experiences and much more. Including the opportunity to purchase technology, cars, phones and bicycles. We also offer up to 2 days a year for you to volunteer your time to help, support and to make a difference to the local community.

Pension: Employees have the opportunity to join the Local Government Pension Scheme (LGPS), which is a tax approved occupational pension scheme with a generous employer contribution rate, immediate live cover and ill health protection. Benefits are based on the length of your membership and final salary.

Equality, Diversity and Inclusion: Our people are our greatest asset. We're committed to attracting, recruiting and retaining diverse and talented people. We recognise the need for equality, diversity and inclusion within our workforce and we promote equality and diversity to raise awareness, identify and address any potential barriers or under-representation across our organisation.

We are committed to making our recruitment practices barrier free and as accessible as possible to everyone. This includes making reasonable adjustments or changes throughout the process. If you would like us to do anything differently during the recruitment process or provide any information in an alternative format please contact recruitment@wirral.gov.uk

Are you ready to join us?

We want to be completely transparent about our application process to give you the best chance to really show who you are, why you are suited for the job and how you can really #BeTheDifference for Wirral. We've outlined each stage below:

Stage 1: Application

To apply for this role please complete the online application form by midnight on **Sunday 2nd June 2024**. Within your personal statement we want to hear about you and your experience. Please outline how you feel you are suitable for the role and include your personal skills, qualities and experience and provide evidence of your suitability for the role, with reference to the criteria set out in the job description.

Stage 2: Shortlisting

Applications will be shortlisted by our Head of Legal Services and fellow panel members.

Stage 3: Assessment

Shortlisted candidates are required to undertake a number of assessments throughout June, which will whittle the shortlist down to final interview at each stage. These include a written response to a Legal question, a video submission and a verbal & numerical reasoning test.

Candidates who successfully complete each of these stages, will be invited to an interview 17th or 18th July.

If you would like additional information about any of the above stages or to request support please contact recruitment@wirral.gov.uk or for an informal conversation about the role ahead of applying, please contact Vicki Shaw on 0151 691 8481 or email vickishaw@wirral.gov.uk

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**Good luck, we wish you every
success in your application**