

# JOB OUTLINE



Dept: <b>Resources</b>	Section: <b>Legal Services</b>
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Post No: <b>RELE01007</b>	Designation: <b>Solicitor/Lawyer (Planning and Regulatory)</b>	Grade: <b>12</b>
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## **Purpose of Job:**

To support and assist the Assistant Director ( City Solicitor and Monitoring Officer) in the provision of a high quality legal service to the Council, its Committees and Directorates.

To provide legal support and advice with particular emphasis on Planning and other regulatory matters.

The Postholder will report to the Assistant Director (City Solicitor and Monitoring Officer)

The main contacts are within the Council and external clients (including Solicitors, Planning Inspectorate, Environment Agency).

## **Main Duties/Responsibilities:**

### **Professional**

Undertake many types of legal work as instructed and provide support suitable to Legal Services including :-

1. preparation of paperwork for and the conduct of planning matters/cases
2. legal advice and preparation of planning cases/matters generally.
3. attend and advise Planning Committee.
4. provision of practical legal advice and assistance to Members, Officers & colleagues in relation to all types of work in particular planning matters.
5. supervise the work of others.
6. provide legal advice and assistance to the Regulatory Sections – planning, building control, environmental health, highways.
7. attend Courts for and on behalf of the City Council particularly in regulatory matters
8. be able to advise on relevant criminal and regulatory matters generally
9. personally undertake more complex work including giving advice, drafting S106 agreements and the conduct of all legal proceedings relating to Town and Country Planning, road traffic and corporate legal enquiries
10. legal advice and preparatory of paperwork for and the conduct of matters/cases including instructing Counsel as appropriate
11. undertake such other duties and responsibilities that may from time to time be allocated by the Assistant Director (City Solicitor and Monitoring Officer).

### **Communication**

To :-

1. maintain excellent working relationships with officers in all relevant Directorates, progressing matters with due regard to court dates, priorities and deadlines
2. deal professionally and effectively with enquiries from the public, Councillors, other staff, external organisations etc, and take any necessary action arising from them

3. interview witnesses either Council employees or independent witnesses as necessary and take statements
4. liaise with officers of the Courts, Solicitors, Barristers and their staff and members of the public in respect of appropriate cases
5. to be able to prioritise work particularly when under pressure and reprioritise when emergencies arise

### **Supervision**

To :-

1. supervise the work of the Section's Legal Assistant
2. subject to the overall supervision of the Service by the Assistant Director (City Solicitor and Monitoring Officer)
3. assist in the training and development of staff as required

### **Other**

1. ensure your work output and quality of work is of a high quality and that it accords where appropriate with the Legal Services Practice Management Standards, Service Legal Agreements and with current regulations/legislation and court practice.
2. carry out such other duties as may reasonably be required in relation to a post of this nature
3. duties must at all times be carried out by the post holder in compliance with the Council's Equal Opportunities Policy and other relevant policies of the Council
4. be responsible for your health and safety and not endanger that of colleagues/visitors to the work place
5. on occasions work outside the normal office hours as required
6. observe the Council's No Smoking Policy
7. to be able to use a keyboard and operate the Microsoft Windows IT system.

NB: The Council is an equal opportunities employer and provider of services. The Council has a statutory duty to promote race equality and all employees must be aware of that duty and work to the Council's equality standards.

In addition, other duties at the same level of responsibility may be allocated at any time  
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