

Job Description

1. Job Title	Chief Solicitor
	Corporate Affairs
Service	Legal & Governance
Team	Legal
Date Prepared/Revised By	September 2020
Post Accountable to	Head of Legal & Governance
Post directly responsible for employees(number of workers)	Direct Supervision: 6 Indirect Supervision: 7
2. Main Purpose	
<ul style="list-style-type: none"> The provision and management of legal services to the Council so as to ensure that the Council fulfils its statutory duties and performs its functions in accordance with the law and the constitution of the Council. To ensure that the legal service is efficient, effective and delivers value for money. Acting as the Deputy Monitoring Officer. 	
3. Key Contacts	
Internal: Corporate Management Team, Heads of Service throughout the Council, The Leader, Cabinet, other groups and Elected Members.	
External: members of the public, the media, the Police, and other statutory bodies and their lawyers.	
4. Main Accountabilities	
<ul style="list-style-type: none"> Ensuring that the Council is advised of its legal rights and liabilities and assisting the Monitoring Officer to perform her statutory duties. Managing the Legal Services department; Conduct of high level/value litigation; Advising the Council's project boards and taking a lead role in providing direct legal advice on the Council's key priority projects; and Acting as Deputy Monitoring Officer 	
5. Standard Accountability Statements	
<p>Health and Safety: You are required to comply with the Council's Health and Safety Policy and to take such steps as are reasonably practicable for your own health and safety and that of your colleagues at work and those affected by your work. You must comply with your safety responsibilities and must co-operate with management in all respects for the full implementation of the Council's Health and Safety Policy. Your safety responsibilities are shown on the Safety Responsibility Statement (SRS) for your post.</p>	

Equality and Diversity: The post holder must adhere to all policies and procedures relating to equality and diversity in the workplace and provision of services.

Learning and Personal Development: The post holder has personal responsibility for his or her own learning and development, and will maintain up to date records of achievement and attendance as required. The post holder must undertake the learning and training identified in the job skills matrix, and other relevant training that is identified and agreed with their manager.

Safeguarding Policy and Procedures: The post holder will adhere to all the Council's Safeguarding Policy and Procedures.

Data Security: Harrogate Borough Council staff must, at all times, maintain personal responsibility for the safe and secure movement of data within and in and out of the authority.

6. Job activities

Main duties and responsibilities relating to accountabilities identified above.

Ensures that the Council is provided with the best legal advice, that legal services are effectively managed and that legal advice is timely and appropriate to ensure propriety of decision making.

Ensures the effective implementation and compliance with legislative requirements and policy, including timely and accurate advice to Elected Members, the Council and its Committees and Corporate Management.

Manages the legal oversight of the decision making process at Council, Committee, Cabinet and Cabinet Member meetings.

Advises on legal and constitutional matters to ensure Elected Members are adopting practices that are consistent with legal administrative procedures.

Advises the Council, the Cabinet and Committees on any matter relevant to the Constitution and the Council's functions and responsibilities

At the request of the Monitoring Officer, advises on Members' interests and complaints against Members.

Advises personally on matters which are significant to the Council as a whole.

Prioritises the work of the Legal Section and ensure that the allocation of resources, responsibility and structure reflect the Council's priorities.

Has a broad understanding of and ensures that there is an acceptable level of legal cover for all the Council's functions including the areas of planning; housing; licensing; food safety; health & safety; RIPA; community safety (including ASBOs and closure orders); contract; employment, procurement, data protection, property and conveyancing; debt recovery; information law including FOIs/EIRs; and TPOs.

Manages the budget of the Legal Support and procurement cost centres, reporting to the Head of Legal and Governance.

Manages the information governance function of the Council including the qualified Data Protection Officer.

Responsible for the recruitment, training, appraisal and discipline of the members of the Legal Section and for the achievement of the relevant targets and performance indicators.

This is not a complete statement of all duties and responsibilities of this post. The postholder may be required to carry out any other duties which are commensurate with the level of the post. The accountabilities outlined in the job description will be supplemented by annual key objectives which will be developed and reviewed with the postholder as part of the annual appraisal process.