



# HILLINGDON

LONDON

## Job Description & Person Specification

1. **JOB TITLE** Trainee Solicitor
2. **POST NUMBER** Various
3. **GRADE** Scale 6
4. **JOB FAMILY** Professional Specialist
5. **DBS/ISA REQUIREMENTS** Standard
6. **GROUP** **Corporate Resources & Services**
7. **SERVICE** Legal
8. **SUPERVISED BY**  
  
Principal Lawyer for Section or nominated Deputy and Office Managing Partner for Solicitor Regulation Authority requirements
9. **SUPERVISION EXERCISED** **Directly:** Nil  
**Indirectly:** Nil
10. **CONTACTS**  
  
**Internal:**  
All Council staff up to and including Director level  
  
**External:**  
  
All staff in other authorities, external auditors, suppliers, Hillingdon Homes, Courts and other organisations as appropriate
11. **JOB PURPOSE**
  - 11.1 To carry out such duties determined by the Training Principal as necessary to enable the post holder to complete the Solicitors Regulation Authority's

requirements for a training contract for Trainee Solicitors and to qualify as a solicitor.

- 11.2** To provide high quality legal support in the day to day operations of the service in accordance with Lexcel procedures.

## **12. MAIN DUTIES AND RESPONSIBILITIES**

- 12.1 To gain experience in basic legal principles and practice, in managing a personal case load in no fewer than 4 heads of law approved by the Solicitors Regulation Authority.
- 12.2 To undertake legal and factual research, prepare briefing materials, monitor new legislation, draft precedents, develop and maintain a legal resource library and bring to the attention of the legal team any significant developments in case law or statute.
- 12.3 Prepare, negotiate, draft and agree routine legal documentation and forms and all documentation associated with the legal process.
- 12.4 To instruct Counsel as necessary.
- 12.5 To attend and advise at meetings, court proceedings, working parties and committees as necessary and, where appropriate, to act as an advocate on behalf of the Authority.
- 12.6 To maintain an up to date training record in accordance with Solicitors Regulation Authority requirements and, in close liaison with the Training Principal, to identify own personal development needs and objectives.
- 12.7 To comply with all requirements of the Solicitors Regulation Authority to ensure qualification as a solicitor of the Senior Courts of England and Wales before the end of the training contract.
- 12.8 To carry out such other duties as may be required, from time to time, commensurate with the general level of the post.

# Person Specification

## Trainee Solicitor – Non Management level roles

This person specification will be used for recruitment to Trainee Solicitor vacancies in LBH. It will form the basis of the application form, and candidates will be also assessed against aspects of this person specification at interview.

<b>1. QUALIFICATIONS</b>	<b>ESSENTIAL</b> ✓	<b>DESIRABLE</b> ✓	<b>TESTING METHOD</b>
To have the necessary academic and/or vocational qualifications required by the Solicitors Regulation Authority and be admitted as a student member of the Solicitors Regulation Authority and have successfully completed the entire Legal Practice Course	✓		Pre application question
<b>2. STATUTORY or ROLE SPECIFIC REQUIREMENTS</b>	<b>ESSENTIAL</b> ✓	<b>DESIRABLE</b> ✓	<b>TESTING METHOD</b>
Knowledge of the constitutional framework of Local Authorities and the role they within their communities	✓		Scored application question
An understanding of how the legal profession works in a Local Authority	✓		Scored application question
<b>3. EXPERIENCE</b>	<b>ESSENTIAL</b> ✓	<b>DESIRABLE</b> ✓	<b>TESTING METHOD</b>
N/A			
<b>4. KNOWLEDGE &amp; SKILLS</b>	<b>ESSENTIAL</b> ✓	<b>DESIRABLE</b> ✓	<b>TESTING METHOD</b>
Good communication skills, both oral and written.	✓		Interview / Application form
Accurate keyboard skills.	✓.		Application form
Knowledge of word processing skills (Office 2000, Excel, email etc.).	✓		Pre-application question
Ability to meet deadlines and report on process in a timely, concise and effective manner.	✓		Scored Application question
Ability to recognise and deal appropriately with sensitive issues and maintain	✓		Interview

confidentiality and to ensure the security of data at all times.			
<b>5. COMPETENCES</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>TESTING METHOD</b>
<p><b>“Can do” positive attitude</b></p> <p>Remains motivated, even when under pressure, to ensure that a high standard service to the customer is maintained.</p>	✓		Scored application question
<p><b>Takes responsibility and delivers results</b></p> <p>Maintains focus when dealing with a variety of tasks or priorities, seeking early guidance and support when necessary, and responding to that guidance to ensure that daily tasks are completed.</p>	✓		Scored application question
<p><b>Team working</b></p> <p>Makes a positive contribution to a team by listening to others, showing consideration to colleagues, working flexibly and proactively offering support and assistance to other team members and other teams.</p>	✓		Scored application question
<p><b>Communication</b></p> <p>Able to answer standard queries from the public clearly and accurately, and draft clear and concise letters and or emails.</p>	✓		Scored application question
<p><b>Customer Care</b></p> <p>Identifies customer needs, providing solutions to these needs that take into account the diversity of customers.</p>	✓		Scored application question
<p>Takes ownership of personal development</p> <p>Committed to reflecting on own performance, seeking and accepting constructive feedback and learning from own experiences.</p>	✓		Scored application question