**Role Description**

Post Title: Principal Solicitor

Post Number: CCL12

Department: Corporate Services

Grade & Salary: SCP 50-53

Reports To: Head of Legal & Democratic Services

**Purpose**

1. To ensure the provision of a cost effective and efficient legal service to the Council.

**Responsibilities**

1. To provide comprehensive and cost-effective legal advice to such committees, panels, working groups and officers as directed from time to time and to implement decisions of such bodies/officers.
2. To undertake such legal matters as assigned by the Head of Legal and Democratic services.
3. To conduct or defend proceedings as directed by the Head of Legal and Democratic services.
4. To participate in projects both within the Department and inter-departmentally as directed by the Head of Legal and Democratic services.
5. To supervise and manage such groups of solicitors and other staff as directed by the Head of Legal and Democratic services.
6. To assist in the training of admitted and unadmitted staff as required.
7. To be a member of the Division’s Management Team.
8. To comply with the Council’s Health and Safety Policy and associated safe working procedures and guidelines.
9. To be responsible for the implementation of the Council’s Health and Safety Policy and associated safe working procedures and guidelines. To contribute towards the identification and management of risk within the service area.
10. To communicate the Health and Safety Policy, procedures and guidelines to all employees and contractors under the management/supervision of the post holder. To monitor compliance with the policy, procedures and guidelines, keeping appropriate records as required.
11. To comply with the Council’s Comprehensive Equality Policy and ensure that it is implemented within the service area and amongst employees within the remit of the post.
12. To be responsible for the implementation of the Council’s Human Resource policies and procedures including Employee Relations, within the remit of the post.
13. To comply with the Council’s Information Management Framework (including the Data Protection Policy, Code of Practice and Social Media Policy) and ensure that it is implemented within the service area and amongst employees within the remit of the post.
14. To comply with the Council’s Code of Conduct a fundamental aspect of which are “the Seven Principles of Public Life”, and to conduct oneself with the highest standards that they require. To ensure that the code and required standards of conduct are maintained amongst employees within the remit of the post.

*Other general duties of the role :-*

* To support the Head of Service in providing professional advice to the Council’s Leadership Team and Cabinet Members to clearly demonstrate outcomes which meet the Council’s objectives. Ensure that the Council’s overall vision and strategy has an appropriate focus on improving outcomes for the service and its stakeholders and that all senior officers understand their role in delivering improved outcomes.
* To assist with the leadership and direction to the (service area) functions of the Council to achieve the desired transformation in both culture and approach to modernising services and in responding to ongoing challenges and establishing the best team with the skills, capability, talent and drive to shape the best platform for success.
* To contribute to ensuring the functions business targets are met, in accordance with best practice, to agreed specification, and with full compliance with health, safety, professional standards, statutory and other relevant legislation.
* To deputise for the Head of Service as and when required.
* To represent the Council at corporate, regional and other meetings and forums as directed by the Head of Service.
* To lead, develop and/or participate in projects, both within the Department, multi-agency and collaborative partners, as directed by the Head of Service.
* To work collaboratively across all service areas with other Assistant Directors/Directors.
* To assist with the identification and anticipate the effect on service provision within the scope of the service of new developments giving consideration to internal and external forces to ensure that services are delivered in the best interests of the Council and residents in enhancing customer service.
* Be responsible to create, foster and manage effective relationships with Elected Members
* Be accountable for the relevant service budget
* Lead by example and behave in accordance with St Helens accountabilities framework and the Council’s Code of Conduct a fundamental aspect of which is the “Seven Principles of Public Life”
* To ensure compliance with the Council’s Policy Framework.
* To undertake training and development as required.

**This post is/is not subject to Disclosure.**

**This post is/is not Politically Restricted in accordance with the Local Government and Housing Act 1989 (as amended).**

**The details contained within this job description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Council will expect to revise this job description from time to time and will consult the post holder/s at the appropriate time.**

**Date Prepared: March 2021**