



Coventry City Council

## Job Description

<b>Post:</b>	Trainee Solicitor (Graduate)	<b>Job Number:</b>	P1590D
<b>Service:</b>	Legal Services	<b>Post Number:</b>	tbc
<b>Location:</b>	One Friargate	<b>Grade:</b>	3

### Our values:

We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation.

### Job Purpose:

1. This is a training role within a designated area of Legal Services where the Trainee Solicitor will work alongside colleagues.
2. To support the provision of a comprehensive legal service to the Council, its directorates and service areas.
3. To provide professional support and assist the Team manager and Team members

### Main Duties and Responsibilities:

1. Subject to the direction of the Team Manager, be responsible for such general and specific areas of work that may be allocated within each team.
2. Manage any changes in responsibilities or methods of working that may be required.
3. Develop strong and effective links within Legal Services and support services and with customers in other directorates.
4. Ensure all correspondence and miscellaneous enquiries are dealt with and actioned as appropriate.
5. Represent Legal Services at meetings and in Court.
6. Advise customers and stakeholders in other directorates on general and specific areas of work within Legal Services.
7. Undertake the Level 7 Solicitor Apprenticeship Standard and contribute to your own training and development needs and take opportunities made available to meet those needs.
8. Communicate with the Team Manager to assist the effective working of the Team and Legal Services.
9. Any other duties and responsibilities within the range of the salary grade.

## **Knowledge, Training and Experience**

10. The Trainee Solicitor (Graduate) will undertake and complete the required elements of the Level 7 Solicitor Apprenticeship Standard to achieve qualified lawyer status, including, but not limited to

- Attending College / University / study sessions as required
- Undertaking private study as and when required
- Completing any assessments or examinations as required, including preparation of any work-based portfolio of evidence
- Working with any assessor, mentor, tutor or coach for the duration of the programme
- Developing skills, knowledge, and experience in all aspects of the role through on the job training, attending training / study sessions and completion of the Apprenticeship in order to satisfy the SRA's competence requirements
- Utilising knowledge and skills gained at College / University into practice in the workplace
- Undertaking any mandatory or statutory training as required

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

### **Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars**

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

### **Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars**

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Workforce Diversity and Inclusion Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

**Responsible for:**

**Responsible to:** Team Leaders and Council Solicitor

**Date Reviewed:** December 2021

**Updated:** December 2021



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## Person Specification

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<b>Location:</b>	One Friargate	<b>Grade:</b>	3

Area	Description
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<b>Knowledge:</b>	<ul style="list-style-type: none"><li>• Good knowledge and understanding of local government and administrative law</li><li>• Knowledge and understanding of the office procedures relevant to a busy legal office</li></ul>
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<b>Skills and Abilities:</b>	<ul style="list-style-type: none"><li>• Able to draft legal documents</li><li>• Able to interpret and advise on legal matters</li><li>• To have a wide vocabulary</li><li>• Able to present written work neatly and legibly.</li><li>• Keyboard skills.</li><li>• IT skills, e.g. e-mail/Microsoft Outlook, Word and Case Management</li><li>• Able to communicate with people at all levels in a clear and accurate manner</li><li>• Able to work effectively and accurately, particularly under pressure</li><li>• Able to deal confidently with telephone calls</li><li>• Listening skills</li><li>• Able to work with minimal supervision and assistance on non-complex matters</li><li>• Able to work as part of a team</li><li>• Able to organise workload to ensure deadlines and agreed response times are met</li></ul>
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<b>Experience:</b>	<ul style="list-style-type: none"><li>• Previous legal work experience desirable but not essential</li></ul>
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<b>Educational:</b>	<ul style="list-style-type: none"><li>• UK Law Degree at 2:2 or Graduate Diploma in Law, no more than 4 years old at the start of the Apprenticeship training course.</li><li>• Maths and English GCSE 4/C or above or Maths and English Functional Skills level 2</li><li>• Ability to complete the Level 7 Solicitor Apprenticeship Standard</li></ul>
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<b>Special Requirements:</b>	<ul style="list-style-type: none"><li>• Must not have already studied towards the Level 7 Solicitor Apprenticeship Standard</li></ul>
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