

## Job Description and Person Specification

### TRAINEE SOLICITOR (GRADUATE)

Job Details	
Grade	3
Service	LEGAL SERVICES
Location	ONE FRIARGATE
Job Evaluation Code	

Coventry City Council Values
<p>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:</p> <p><b>Open and fair:</b> We are open, fair and transparent.</p> <p><b>Nurture and develop:</b> We encourage a culture where everyone is supported to do and be the best they can be.</p> <p><b>Engage and empower:</b> We engage with our residents and empower our employees to enable them to do the right thing.</p> <p><b>Create and innovate:</b> We embrace new ways of working to continuously improve the services we offer.</p> <p><b>Own and be accountable:</b> We work together to make the right decisions and deliver the best services for our residents.</p> <p><b>Value and respect:</b> We put diversity and inclusion at the heart of all we do.</p>

Job Purpose
<p>Working as a Trainee Solicitor within Legal Services.</p> <p>Supporting the provision of a comprehensive legal service to the Council by providing professional support and assistance to the Team Leader and team members.</p> <p>Undertaking and completing the required elements of the Level 7 Solicitor Apprenticeship Standard to achieve qualified lawyer status</p>

Main Duties & Key Accountabilities			
Acting as a Trainee Solicitor within legal services			
Developing strong and effective links within Legal Services and support services and with customers in other directorates			
Managing any changes in responsibilities or methods of working that may be required			
Advising customers and stakeholders in other directorates on general and specific areas of work within Legal Services			
Being responsible for such general and specific areas of work that may be allocated within each Team under the supervision of the Deputy Team Leader			
Communicating with the Team Leader to assist the effective working of the Team and Legal Services			
Ensuring all correspondence and miscellaneous enquiries are dealt with and actioned as appropriate			
Representing Legal Services at meetings and in Court			
Attending University of Law / study sessions as required and completing any assessments or examinations as required, including the preparation of any work-based portfolio of evidence			
Completing the Apprenticeship to satisfy the SRA's competence requirements			
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			

Key Relationships			
External:	Courts, Tribunals and Solicitor Firms	Internal:	Instructing Departments

Standard Information
<p>Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health &amp; Safety and the City Council's Workforce Diversity and Inclusion Policies. Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.</p> <p><b>Training</b> The postholder must attend any training and undertake any development activities that are identified as mandatory/beneficial to their role.</p>

Responsible for	
Not Applicable	

Person Specification	
Requirements	
Knowledge	Understanding of local government and administrative law
Knowledge	Organising own workload to ensure deadlines and agreed response times are met
Knowledge	Proficiency in IT skills, e.g. Microsoft Outlook, Word, Excel and Case Management Systems
Skills And Ability	Drafting legal documents
Skills And Ability	Working effectively and accurately, particularly under pressure
Skills And Ability	Working with minimal supervision and assistance on non-complex matters and being able to work as part of a team
Experience	Ability to deal confidently with telephone calls
Experience	Previous legal work experience desirable but not essential
Experience	Communicating with people at all levels in a clear and accurate manner using a wide vocabulary
Qualification	UK Law Degree at 2:2 or above or Graduate Diploma in Law, no more than 3 years old at the start of the Apprenticeship training course
Special Requirements	

Declaration			
Reviewed/Created By:			
Job Title:		Date:	