

Job Description and Person Specification



Job Description

Job Title	Trainee Solicitor (Graduate)
Grade	3
Service	Legal Services
Reports to	Team Leader
Location	One Friargate
Job Evaluation Code	P1590D



About Coventry City Council

Who we are: At Coventry City Council we are dedicated to making a positive difference to the services we deliver to the diverse citizens of Coventry. The work we do improves people's lives – from helping them into work to providing clean and green places to live, to keeping people safe and protected.

As a Coventry City Council employee, you have our ongoing commitment to your growth and development with opportunities to work across multiple service areas including customer contact, public health prevention and education and skills, adults and children's services and provide support for the most vulnerable.

Our aim is simple – to be globally connected, locally committed, deliver our priorities with fewer resources whilst effectively managing our performance and measuring our progress.

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:



About the Service your team will provide

We are a public sector legal service providing in-house legal support to Coventry City Council. The team offers a professional, comprehensive, tailor-made service to address legal issues of every description, is highly motivated, eager to develop and faces challenges head on.

Main Duties & Key Accountabilities

1. To act as a Trainee Solicitor within a designated area of Legal Services and 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 Leader and team members
4. 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.
5. Manage any changes in responsibilities or methods of working that may be required.
6. Develop strong and effective links within Legal Services and support services and with customers in other directorates.
7. Ensure all correspondence and miscellaneous enquiries are dealt with and actioned as appropriate.
8. Represent Legal Services at meetings and in Court.
9. Advise customers and stakeholders in other directorates on general and specific areas of work within Legal Services.
10. Communicate with the Team Leader to assist the effective working of the Team and Legal Services.
11. Any other duties and responsibilities within the range of the salary grade.
12. 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

Key relationships

External Courts and Tribunals	Internal Instructing Departments
---	--

Standard information

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & 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.

Smoke Free

The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

Training

The postholder must attend any training that is identified as mandatory to their role.

Responsible for:

Staff managed by postholder:

N/A

Person specification

Job Evaluation Code	P1590D
Knowledge	
<ul style="list-style-type: none"> • Good knowledge and understanding of local government and administrative law 	
<ul style="list-style-type: none"> • Knowledge and understanding of the office procedures relevant to a busy legal office 	
Skills and Abilities	
<ul style="list-style-type: none"> • Able to draft legal documents 	
<ul style="list-style-type: none"> • Able to interpret and advise on legal matters 	
<ul style="list-style-type: none"> • To have a wide vocabulary 	
<ul style="list-style-type: none"> • Able to present written work neatly and legibly. 	
<ul style="list-style-type: none"> • Keyboard skills. 	
<ul style="list-style-type: none"> • IT skills, e.g. e-mail/Microsoft Outlook, Word and Case Management 	
<ul style="list-style-type: none"> • Able to communicate with people at all levels in a clear and accurate manner 	
<ul style="list-style-type: none"> • Able to work effectively and accurately, particularly under pressure 	
<ul style="list-style-type: none"> • Able to deal confidently with telephone calls 	
<ul style="list-style-type: none"> • Listening skills 	
<ul style="list-style-type: none"> • Able to work with minimal supervision and assistance on non-complex matters 	
<ul style="list-style-type: none"> • Able to work as part of a team 	
<ul style="list-style-type: none"> • Able to organise workload to ensure deadlines and agreed response times are met 	
Experience	
<ul style="list-style-type: none"> • Previous legal work experience desirable but not essential 	
Qualifications	
<ul style="list-style-type: none"> • 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. 	
<ul style="list-style-type: none"> • Maths and English GCSE 4/C or above or Maths and English Functional Skills level 2 	
<ul style="list-style-type: none"> • Ability to complete the Level 7 Solicitor Apprenticeship Standard 	

Special Requirements
<ul style="list-style-type: none">• Must not have already studied towards the Level 7 Solicitor Apprenticeship Standard• Must not have completed or be undertaking the Legal Practice Course

Date Created	December 2021	Date Reviewed	January 2023
---------------------	---------------	----------------------	--------------