



ROLE PROFILE

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| Post Title: | Solicitor | |
| Grade: | LC9-11 | JE: 1962 |
| Location: | HQ | |
| Responsible to: | Senior Solicitor for their respective area | |

Job Purpose:

To provide a professional, ethical and cost-effective legal service to the Constabulary and when required, the Police and Crime Commissioner.

Key Responsibilities:

This is not a comprehensive list of all the tasks which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

Specialist

- When required - to provide legal advice, manage, conduct and / or arrange representation on one or all of the following specialist areas either
 - o operational policing; and / or
 - o all aspects of civil litigation in accordance with the CPR; and / or
 - o proceedings in the Employment Tribunal; and / or
 - o police misconduct and disciplinary matters.

This includes (but is not limited to) defending all aspects claims and proceedings lodged against the Constabulary and the bringing of proceedings, including disciplinary and misconduct matters, on behalf of the Constabulary.

General

- To advise and represent the Chief Constable on matters relating to Police Powers, practices and procedures, including questions of disclosure to ensure that all actions are lawful.

- To manage, conduct and arrange representation for the Chief Constable in civil proceedings, Inquests, Tribunals and Inquiries involving the Constabulary to include applications and proceedings which proceed in all Courts including but not limited to the Magistrates', Crown, County, High, Administrative and Family Courts.
- To undertake research on legal issues and the interpretation of new legislation, guidelines, policies etc as required. To undertake ad hoc project work.
- To assist the Senior Solicitor(s), in their department or team with the development and maintenance of an efficient and effective legal service by tasking and training departmental staff and monitoring their performance as required to ensure the delivery of a professional service.
- Demonstrates a strong personal commitment to delivering value for money, whilst providing high quality service.
- Demonstrates commercial awareness and control of own caseload, and where external partners are instructed to provide a legal service, this is only when is it necessary and where the expenditure is proportionate.
- To promote and comply with Lancashire Constabulary's obligations under the Equality Act 2010 and Health & Safety, both in the delivery of service and the treatments of others.
- Take responsibility for improving your performance by participating in the Continuous Professional Development (CPD) and the Force's Professional Development Review (PDR) process with your manager.
- To carry out any other duties which are consistent with the nature, responsibilities and grading of the post

Behaviours :

The Competency and Values Framework (CVF) has six competencies that are clustered into three groups. These competencies will be incorporated into the interview stage of the selection process.

For more details on these competencies please follow the link provided.

<https://profdev.college.police.uk/competency-values/>

This role is required to operate at or be working towards the levels indicated below:

Resolute, compassionate and committed

| Behaviour | Level | To be Identified by |
|--------------------------|-------|---------------------|
| We are emotionally aware | 2 | Interview |

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| We take ownership | 2 | Interview |
| Inclusive, enabling and visionary leadership | | |
| We are collaborative | 2 | Interview |
| We deliver, support and inspire | 2 | Interview |
| Intelligent, creative and informed policing | | |
| We analyse critically | 2 | Interview |
| We are innovative and open minded | 2 | Interview |

Please note the link will provide information about all competency levels however you should refer to the level indicated above.

The levels are progressive so for example if level 2 is applicable all the areas in Level 1 & 2 in that competency area would apply to the role.

| Values : | |
|---|---------------------|
| All roles are expected to know understand and act within the ethics and values of the Police Service. These will be assessed within the application/assessment or interview stage of the recruitment/selection process. | |
| Integrity | Impartiality |
| Public Service | Transparency |

| Qualification | | |
|---|--|---------------------------------|
| Essential | Desirable | To be identified by |
| Qualified Solicitor, Fellow of the Chartered Institute of Legal Executives or a Barrister | | Application Form |
| | Higher Rights of Audience | Application Form/interview |
| Knowledge / Experience | | |
| Experience in either Civil Litigation, or Employment law, Operational policing (including Magistrates' work or police law.) | Experience of civil applications (including contested applications) within the Magistrates' Court; | Application Form /Interview (I) |
| | Experience and an understanding of one or all | Application Form/ Interview |

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| | of the following: - The Civil Courts and the Civil Procedure Rules and / or the Employment Tribunal and the accompanying statutory framework and /or Police misconduct and the accompanying statutory framework | |
| Experience of drafting documents including but not limited to applications, letters, reports, statements etc,- | | Application Form /Interview |
| Knowledge of some of the following Courts, High Court, County Court, Crown Court, Employment Tribunal and Magistrates' Court practice and procedures. | | Application Form /Interview |
| Experience of Advocacy either in the Magistrates' Court and / or the Civil or Crown Courts and / or the Employment Tribunal and / or Misconduct Tribunal including (where applicable) a good understanding of tactics and techniques used in examination, cross-examination and re-examination. | | Application Form /Interview |
| Experience of working without supervision and effectively managing a diverse Caseload. | | Application Form /Interview |
| Experience of working under pressure and meeting deadlines, often at short notice. | | Application Form /Interview |
| Experience of maintaining strict confidentiality at all times, using tact and diplomacy where appropriate. | | Application Form /Interview |
| Experienced with using Microsoft packages and case management system(s) | | Application Form/interview |
| Other | | |
| An acceptable level of sickness absence in accordance with the Constabulary's Attendance Policy. | | Attendance to be checked post interview by Recruitment for internal staff, via references for external applicants |
| The ability to travel on Constabulary business as | | Interview |

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| required | | |
| Demonstrates a flexible approach to working practices, hours and work location | | Interview |
| Must have no affiliation with any business or organisation likely to lead to a conflict of interest. | | Interview |

Please note that the use of the terms “Assessment & Interview” is based upon candidates being successfully short-listed. In addition, the Division reserves the right to select the most suitable candidate based upon any combination of assessments that is deemed appropriate.

Date last updated: 08 October 2020

Progression Arrangements

The following arrangements are all subject to the needs of the post and not the post holder.

These progression arrangements do not prevent management seeking authority to appoint at any spinal point in the grade range subject to the individual meeting the progression arrangements.

It is the post-holders responsibility to apply for progression arrangements. A post holder must complete the Application for Progression Form and provide evidence that they have achieved the necessary competence under each of the criteria outlined in the progression arrangements below.

LC 9 Upon appointment

LC 10 Applicant can apply when competencies in each of the following (depending upon area of legal specialism) can be demonstrated

- preparing and presenting applications, defending challenges and handling CMHs and interlocutory application on behalf of the Chief Constable on a range of matters in the lower courts and tribunals (i.e the Magistrates’ Court, County Court, Employment Tribunals, Family Court and in Misconduct Hearings) and
- defending challenges and preparing applications on behalf of the Chief Constable on a range of matters in the administrative and higher courts (i.e Crown Courts, High Courts, Court of Appeal, Administrative Courts, Supreme Courts) and
- providing advice on a wide range on matters in their area of specialism.

LC 11 Applicant can apply when all of the following (relevant to their area of legal specialism) can be demonstrated

- Responsible for progressing and handling a large and varied caseload with minimal supervision; and

- Compliance with case related procedural milestones and internal timescales for case life cycles; and
- Reliance and instruction of counsel only when necessary with the majority of cases handled independently and inhouse. By way of an example Counsel should only be instructed to
 - draft pleadings in civil, employment and misconduct matters where issues of liability / causation or complex issues are in issue; and
 - conduct complex interlocutory and final hearings only; and
 - to provide advice only on complex and novel matters
- Compliance with all office policies and procedures.

Note

NOTE:

1. In all cases, progression is dependent on individuals performing work assigned to them in an entirely satisfactory manner and to their being required to undertake duties and responsibilities commensurate with the grade paid as a consequence of their progression.
2. The above scheme is not intended to override the discretion to make appointments at any level within the range LC9 to LC11 however this will be subject to approval from the Head of HR.

Note

Performance will be assessed by First Line Managers and evidenced through the PDR process.