



ROLE PROFILE

Role Title: Solicitor/ Chartered Legal Executive (CILEX) - (Planning)
Permanent PO2

Service: Legal and Democratic Services
Accountable to: Principal Solicitor (DMO)

Grade: PO2

Car Category: Casual

Work Style: Flexible Office Based Worker

Purpose of role

To assist in the provision of a comprehensive, proactive and cost-effective, professional legal service to the Council.

You will be responsible for dealing with all matters covered by Planning legislation including, but not limited to, enforcement notices, stop notices and notices under s.215 of the Town and Country Planning Act 1990, Tree Preservation Orders, High Hedge Complaints, Advertising Regulations, POCA, CIL Stop Notices, Lawful Development Certificates.

There will also be a requirement to undertake other general litigation / prosecutions across the Council.

Key Objectives

1	To provide legal advice and representation in respect of planning enforcement matters (to include certificate of lawful use applications, planning applications, planning enforcement, planning appeals and inquiries, heritage and conservation, CIL Stop Notices, Tree Preservation Orders, High Hedge Complaints, Advertising Regulations, Proceeds of Crime Act (POCA) Stop Notices).
2	To advise in respect of planning agreements (i.e. s106 Agreements, Unilateral Undertakings, development agreements and funding agreements) and Community Infrastructure Levy matters.





3	To advise with regard to the development of planning policy and the introduction of a new local plan/neighbourhood plans.
4	To prepare and conduct cases (including advocacy, as appropriate, or instruction of Counsel) in the Magistrates' Court, the County Court, the High Court and at Tribunals or Inquiries. This duty is to include responsibility for prosecutions and civil actions under various regulatory schemes but primarily planning and building control.
5	To ensure that the Council is advised regarding the implications of all new and current legislation, regulations, judicial decisions etc., which may affect any of the Council's operations.
6	To undertake such legal duties as are assigned, including the drafting of documentation in new work areas, often without resort to precedent, to include the creation of bespoke legal agreements, contracts, notices and orders. To create new working practice statements in developing legal areas and the refreshing of existing working practice statements to ensure legal compliance, industry best practice and maximum efficiency in service delivery.
7	As required, to liaise with appropriate external agencies, authorities, professional and Government bodies.
8	To attend and advise at such Committees, Sub-Committees and other management meetings, as allocated by the Chief Legal and Democratic Services Officer, to settle all officer reports to be considered at these meetings and to ensure the correct preparation of all legal documentation required to implement decisions arising therefrom.
9	As required by the Chief Legal and Democratic Services Officer, to liaise with appropriate external agencies, authorities, professional and government bodies to facilitate improved legal services and to keep up to date with developments in local authority legal matters.
10	To undertake special projects as and when required by the Chief Legal and Democratic Services Officer.
11	To assist in developing the Legal Service as a proactive, rather than reactive service and in ensuring that a cost-effective service is provided.

Scope



This role is a key part of the legal team within the Council and the post holder will provide support to the Principal Solicitor (DMO) and Chief Legal and Democratic Services Officer, working closely with Managers, Assistant Directors and Directors. They will also work with partner organisations in the delivery of solutions and/ or initiatives.

Work Profile

1. Strategy

The post holder will take a contributory role in developing, implementing and reviewing strategies and procedures for the services that fall within their remit. This will include a contribution to maintaining and updating the Council's Constitution, together with associated processes and systems. They will also contribute, as part of the legal team, to council-wide strategies, including corporate planning and the People Plan.

2. Performance

The post holder will be accountable to the Principal Solicitor (DMO) for the performance of their role.

They will take a leading support role in the delivery of key objectives, priorities and targets associated with continuous improvement and in developing a more evidence/ intelligence-led approach. They will help to monitor and communicate performance against a series of key performance measures, developing new indicators and targets as needed.

They will recognise, communicate and mitigate any risks to the delivery of high performance standards.

3. Service Quality

The post holder is responsible and accountable for the quality of the functions within their remit and will be held to account by the Principal Solicitor (DMO), who is their line manager. They will be responsible for the continuous improvement of their service functions and for upholding and championing agreed standards.

4. Resource Management

The post holder has no line management responsibility, nor any budgetary responsibility.





5. Supervision and Management

The post holder has no line management responsibility.

6. Culture

The post holder will support the development of a positive organisational culture that is outward looking, evidence based and customer focused.

The post holder will promote equality of opportunity in the delivery of the duties of the role.

7. Communications

The post holder will have a lead role in communicating with services at all levels, in ensuring good standards of legal practice, sound judgement and decision-making and ensuring consistent application of standards.

The post holder will be expected to provide advice to Directors, Assistant Directors, Managers, and Members as well as attend and provide legal advice at meetings and Committee Meetings including Planning Committee.

8. Main Contacts Associated with Principal Duties

The main day to day contacts for the post holder will be their immediate team, and services that they support (including senior managers), team managers and individual employees. They may also handle calls and written contact from other parties such as external organisations.

9. Commitment

The Council's normal working week for the purposes of calculation of premium rates and enhancements is Monday to Friday. The Councils operates a standard working week of 36 hours.

10. Risk Management

The post holder will identify any major corporate risks that they encounter during the execution of their role and report these to their line manager promptly. They will work with the service that they support to identify, manage and mitigate any risks pertaining to the legal aspects of service delivery.

11. Working conditions





The post is office-based but may involve frequent travel to other sites to undertake the duties of the post. The Council adopts a hybrid approach to working with work being undertaken partly at home and partly within the office environment. The post holder will be expected to attend meetings/Committee Meetings at the Council Offices outside normal working hours.

12. Equal Opportunities

The Council is committed to achieving equality of opportunity both in the delivery of services to the community and its employment arrangements. We expect all employees to understand and promote our policies in their work.

13. Customer Focus

To meet the Council's Standards of Customer Care at all times.

14. Core Tasks

To undertake any other duties which may be required within the needs of the service that are commensurate with the grade.

15. Health & Safety

All employees have a responsibility for their own health & safety and that of others while undertaking their duties. Employees have a general duty to assist the Council in implementing its general statement on health & safety policy.

16. Legislation

To comply with Data Protection legislation and all other relevant and applicable statutory legislation together with Council policies and procedures.

17. Training & Development

To comply with the Council's policies and practices relating to training and development, including a regular development appraisal.

18. I.T.

The post holder is expected to comply with the Council's policies and practices relating to use of I.T. and equipment.





19. Creativity

The post holder can contribute ideas relating to the tasks that they undertake, to their line manager for consideration.

20. Decisions and Consequences

The post holder will usually carry out allocated tasks and duties under the supervision of their line manager.

21. Work Context

This role is a key part of the legal team within the Council and the post holder will provide support to the Principal Solicitor, working closely with Directors, Assistant Directors and Service Managers. They will also work with partner organisations in the delivery of solutions and/ or initiatives.

The above duties and responsibilities do not include or define all tasks, which may be required to be undertaken by the post holder. The duties and responsibilities may vary without changing the general character of the duties or the level of responsibility entailed. These factors are reflected in the grading of the post.

22. Physical Demands

The post is normally office-based, so no unusual physical demands have been identified.

23. Politically Restricted

This is a politically restricted post (see Section 2 Local Government and Housing Act, 1989)



PERSON SPECIFICATION

In this section the Skills, Knowledge, Qualification and Competency requirements to perform the role to a satisfactory standard are set out. The extent, nature and level of the role holder's knowledge and skills should be specified

PERSON SPECIFICATION	Examples specific to role	Required		Method of Assessment Application (A) Interview (I), Testing (T), Reference (R)
		Essential	Desirable	
SKILLS AND KNOWLEDGE	To be a qualified Solicitor / Chartered Legal Executive (CILEX) or Barrister	X		A
Technical knowledge and qualifications	To have experience of advising in relation to Planning legislation, practice and procedure	X		A, I
	To have experience of conducting criminal prosecutions and/or civil trials and the procedures relating thereto	X		A, I
	To have experience in relation to Planning based criminal and civil proceedings including Proceeds of Crime Applications		X	A, I
	To have experience of undertaking Planning enforcement work including Stop Notices, CIL Stop Notices, Certificates of Lawful Development Tree Preservation		X	A, I



	<p>Orders, High Hedge Complaints, Advertising Regulations</p> <p>To have experience of drafting Section 106 planning obligations/advising in relation to Community Infrastructure matters</p> <p>To have experience of working within Local Government or other large public sector organisation</p> <p>To have a sound knowledge of local government legislation in particular in relation to Planning law</p> <p>To have experience of attending and advising at local authority Committees, sub-Committees or other such meetings</p> <p>To hold a current Driving Licence or have equivalent mobility and access to transport.</p>	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>	<p>X</p>	<p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p>
Planning and organising work	<p>Able to operate independently, managing conflicting priorities effectively</p> <p>Methodical and well organised, with a commitment to providing a quality service and attention to detail</p>	<p>X</p> <p>X</p>		<p>A, I, T</p> <p>A, I, T</p>
Planning capacity and resources	Able to effectively manage a full workload, prioritising tasks as appropriate and managing client	X		A, I





	expectations.			
Influencing and interpersonal skills	<p>To have experience of working on matters/projects within a multi-disciplinary team and providing imaginative and innovative input.</p> <p>Ability to work effectively with Elected Members, senior managers, outside bodies</p> <p>Ability to think strategically and creatively to analyse complex problems and provide effective and innovative solutions to them</p> <p>Professionalism and credibility that establishes and maintains the confidence of Elected Members, local communities, employees and external partners/ stakeholders</p>	<p>X</p> <p>X</p> <p>X</p> <p>X</p>		<p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p>
PROBLEM-SOLVING	Ability to identify a range of appropriate solutions to issues and problems.	X		A, I
Using initiative to overcome problems				
Managing risk	<p>Ability to consider and assess risks associated with the services and the Council's wider operations, undertaking risk assessments as required.</p> <p>Ability to identify mitigating measures that may be implemented to minimise risk</p>	<p>X</p> <p>X</p>		<p>A, I</p> <p>A, I</p>
Managing change	Ability to promote change in a positive manner to others	X		A, I





ACCOUNTABILITY and RESPONSIBILITY Undertakes tasks without supervision	Ability to work independently and take ownership of key responsibilities of the post	X		A, I
Other	Commitment to Equality	X		A, I
	Commitment to Health & Safety	X		A, I
	Satisfactory Baseline Personnel Security Standard Check	X		Document Checks (includes standard DBS)

COMPETENCIES REQUIRED – All post holders must be able to comply with the Council’s Expected Behavioural Standards which include:

- Putting customers first;
- Being positive and adaptable;
- Taking responsibility and achieving results;
- Working together;
- We do what we say we will do when we say we will do it.

In addition, for those posts with management responsibilities the Expected Behavioural Standards will include:

- Service delivery and change management;
- Financial and resource management;
- Leading, motivating and developing.

Other information

- able to travel to meet service delivery requirements
- available to undertake work outside of normal working hours





C. Kelly	K. Lovelady	30/05/25
Signed Line Manager	Signed Head of Service	
Claire Kelly	Kay Lovelady	30/05/25
Print Line Manager	Print Head of Service	Date