

JOB DESCRIPTION	
Job Title:	Trainee Solicitor
Office:	LGSS Law Limited
Directorate:	Various
Reports to:	Training Principal
Grade:	6
Location:	Huntingdon/Northampton/Shefford
Hours:	Full Time (37 hours)
OVERALL PURPOSE OF THE JOB	
<p>To undertake a two year fixed term period of recognised training, providing a range of public sector clients with a professional and innovative legal service in a minimum of three areas of legal practice, under the supervision and training of a qualified solicitor.</p>	
MAIN ACCOUNTABILITIES	
<p>To undertake training within at least three areas of both contentious and non-contentious legal practice, in a supporting role to qualified lawyers and by managing a case load.</p> <p>To conduct proceedings and transactions under the supervision and training of a qualified solicitor, to include:-</p> <ul style="list-style-type: none"> • taking instructions and identifying clients’ requirements and goals. • evaluating and assessing information, evidence and legal issues. • giving advice. • legal research. • case planning. • negotiating and liaising with a range of professionals. • drafting legal documents and correspondence. • attending courts and tribunals. <p>To attend courts and tribunals undertaking advocacy where required and to represent clients in negotiations and discussions with third parties in matters regarding the areas of legal practice relevant to the post.</p>	



LGSS Law Ltd – At the Forefront of Public Sector Legal Services

To support the LGSS Law management team in building and maintaining effective working relationships with clients to ensure the delivery of a seamless and client focussed service.

To support the LGSS Law management team by complying with all practice management requirements including time recording, office procedures and Lexcel.

To undertake such training and development as the Training Principal requires.

To carry out other duties which fall within the broad spirit, scope and purpose of the job description and which are commensurate with the grade of the post.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

PERSON SPECIFICATION			
POSITION:	TRAINEE SOLICITOR	REPORTS TO:	TRAINING PRINCIPAL
SERVICE:	LGSS LAW LTD	DIRECTORATE, OFFICE:	VARIOUS
GRADE:	6	LOCATION:	HUNTINGDON/NORTHAMPTON/ SHEFFORD

The following criteria are appropriate for this post. You must meet the essential criteria in order to be shortlisted for the post and it would be advantageous if you meet the desirable criteria.

QUALIFICATIONS	
<u>Essential</u> <ul style="list-style-type: none"> • Law degree or other degree Graduate Diploma in Law (GDL). • Legal Practice Course (LPC). 	<u>Desirable</u>
KNOWLEDGE AND EXPERIENCE	
<u>Essential</u> <ul style="list-style-type: none"> • Experience of providing a face to face service to customers/ clients. • Ability to conduct legal research, interpret legislation and summarize the key points of case law. • Understanding of client confidentiality requirements. 	<u>Desirable</u> <ul style="list-style-type: none"> • Experience of working in a legal practice. • Knowledge of decision-making processes in local government and/ or other large organisations.

SKILLS

Essential

- Ability to work under own initiative where required, and to look ahead, anticipate challenges and deal with them pro-actively.
- Ability to work closely with colleagues, as part of a team.
- Ability to communicate effectively both verbally and in writing with a diverse range of persons/organisations.
- Ability to learn quickly, by observing experienced practitioners and completing tasks with supervision and guidance.
- Ability to work under pressure and meet tight deadlines
- Ability to plan and prioritise work effectively to meet own objectives and those of the team.
- Ability to adapt to change.
- Excellent presentation skills.
- Flexible approach to team work with a willingness to provide cover in colleagues' absence.
- Ability to evaluate information in complex situations and the confidence to give clear advice.
- Ability to travel to courts and tribunals, client meetings and other offices.
- Flexible approach to working with the ability to work in offices in various locations as required.

Desirable

- A commitment to Lexcel and practice management standards.
- Ability to express creative proposals for continuous improvement of services
- A creative approach to problem solving.
- I.T skills including Microsoft Office, internet research and retrieval and bespoke software such as case management systems.