



Job Description:

Job	Solicitor
Hours per week	21 – 28
Service	Corporate Services – Governance & Performance
Team	Legal
Job location	Headquarters, Balloch/Hybrid
Line Manager	Legal Manager
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Key purpose

To deliver an efficient and effective legal service, to facilitate the delivery of key National Park Authority functions. To ensure that legal services delivered meet the needs of internal stakeholders. To identify legal risks associated with a high volume of projects and operational matters, provide pragmatic advice in relation to any legal issues identified and where appropriate coordinate any instructions with external legal advisers. To effectively contract manage external legal advisers to ensure a positive working relationship and that appropriate legal advice is provided in a timely / cost effective manner.

Key accountabilities

- Deliver user friendly, effective legal services for the National Park Authority.
- Use expert knowledge to filter initial requests for legal advice, identify potential risks to the National Park Authority and assess whether any external advice is required from legal service providers.
- Provide pragmatic legal advice and guidance on a wide range of legal issues (with particular focus on commercial contracts, public sector legal duties, disputes / litigation) to internal stakeholders, identifying risks to the National Park Authority and potential ways to mitigate identified risks.

- Review third party legal documentation to identify potential risks to the National Park Authority and report to internal stakeholders. Draft legal letters, contracts and other documentation for lower risk matters.
- Provide or source pragmatic legal advice to staff of all levels in relation to resolving disputes and other contentious matters.
- Report to the Legal Manager on material legal matters, highlighting unresolved legal issues and associated risks.
- Manage relationships with external legal service suppliers to ensure the legal service delivered is of a high standard, monitoring feedback on service delivery from internal stakeholders. Establish agreed service levels for external legal service suppliers and review performance against these.
- Identify and report on legal training needs within the National Park Authority to the Legal Manager. Train, develop and positively engage all levels of staff within the National Park Authority on legal issues, processes and risk mitigation.
- Review and contribute to policies and guidance for the National Park Authority as required, to enable legal compliance.
- Identify, develop, coordinate and implement new procedures, template documentation and processes for managing a high volume of legal matters, to improve service levels.
- Report to the Legal Manager on legal spend and identify potential ways to reduce spend or maximise value.
- Manage, develop and monitor the performance of support staff that work with the team.
- Undertake any other duties appropriate to the grade as required.

Person specification

Assessment Areas	Essential Criteria	Desirable Criteria
<i>Relevant Experience</i>	<ul style="list-style-type: none"> • Proven experience of providing legal services as part of a busy caseload. • Experience of advising legal issues relevant to the National Park Authority (the focus of this role will be all non-property law related issues such as commercial contracts, public sector legal duties, disputes / litigation etc). • Experience of interpreting legal advice on a broad range of topics 	<ul style="list-style-type: none"> • Experience working as an in-house legal advisor/solicitor. • Experience of auditing processes to identify legal risks and improvements. • Experience of developing internal processes to promote legal compliance.

	and providing legal information in a practical, user friendly format.	
<i>Specific Skills, Abilities and Qualities</i>	<ul style="list-style-type: none"> • Specialist knowledge of a range of legal issues relevant to the National Park Authority the focus of this role will be all non-property relating issues such as commercial contracts, public sector legal duties, disputes / litigation etc). • Excellent management, interpersonal and communication (written and oral) skills. • Ability to understand complicated technical information to translate this to meet the information needs of a variety of audiences. • Ability to prioritise a high volume of different tasks and to deliver to deadlines. • Good ICT skills 	<ul style="list-style-type: none"> • Specialist knowledge of legal issues relevant to public authorities such as state aid, freedom of information etc. • Knowledge of the wider government and external policy environment for the National Park Authority.
<i>Required Qualifications</i>	<ul style="list-style-type: none"> • Degree of equivalent in a related discipline e.g. LLB. • Qualified solicitor or equivalent experience. 	<ul style="list-style-type: none"> • Qualified solicitor with several years of post relevant qualifying experience in private practice and public sector.