



Role Title	Trainee Solicitor	Reporting to	Deputy Legal Services Manager
Section	Legal Services	District/Department	Corporate Services
Tenure	2 years fixed term contract	Rank/Grade	Scale 3

Part A – JOB DESCRIPTION

Overall purpose of role	To undertake a 2 year legal training contract and assist and support the OFS in providing a comprehensive legal service to the Chief Constable. The training contract will cover at least 3 areas of law as required by the Solicitors Regulation Authority.
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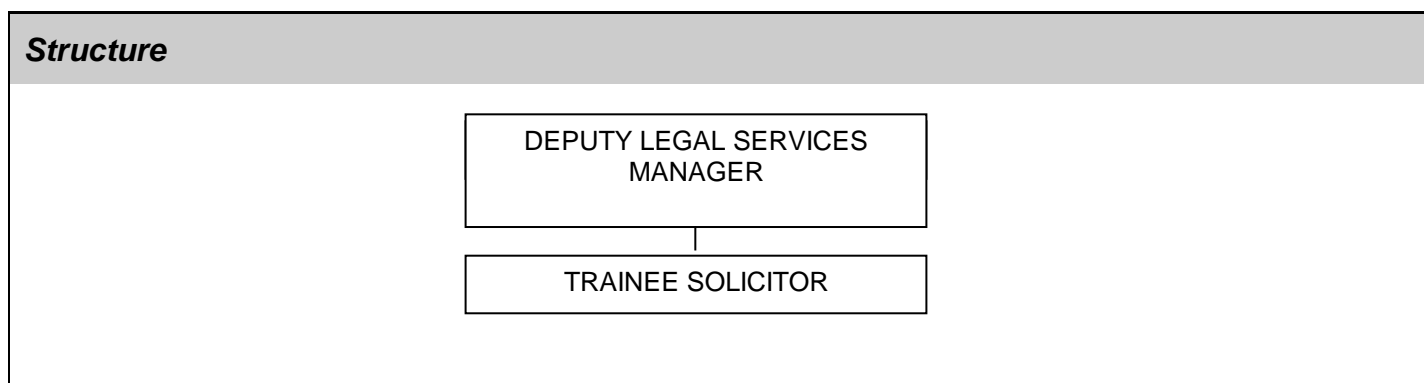
Key outputs for role;
<ol style="list-style-type: none">1. Lead by example and behave in line with the Police Code of Ethics ensuring that the force values and behavioural expectations are clearly understood and considered by managers, officers and staff in their decision making and actions; reinforcing and influencing them through all interactions and processes2. Under supervision conduct a case load of small claims and proactive proceedings.3. Assist legal officers, qualified solicitors in the preparation and presentation of cases to ensure the most appropriate and cost-effective use of resources.4. Under supervision, conduct research, summarise arguments and formulate advice documents.5. To attend at Court hearings/Trials to assist legal officers, qualified solicitors, Counsel and witnesses.6. Under supervision arrange representation in proactive and operational matters before the Courts and Committees.7. Advise on requests and Court Orders for disclosure of Police documentation.8. Comply with the remit of the Professional Skills Course and the Practice Skills Standards and keep training contract records up to date.

Dimensions (Financial/Statistical/Mandates/Constraints/No. of direct reports)
<ul style="list-style-type: none">• To assist in representing the Chief Constable in Courts and Tribunals• To assist in the provision of effective, efficient and comprehensive legal services.

Work/Business contacts
Internal: All ranks of Police Officers and support staff (including other staff within the Office of the Force Solicitor).
External: Solicitors and Counsel, Courts and Court Staff, Crown Prosecution Service, expert witnesses (medical, engineering), and other civilian witnesses. Claimants/plaintiffs, other Police Force Solicitors, Government Departments, Local Government Departments, Insurance Companies.

Expertise in Role Required (At selection - Level 1)	Essential or Desirable
• Must have successfully passed Legal Practice Course	Essential
• A legal qualification e.g. degree, ILEX	Essential
• Case handling experience in a solicitor's office or similar environment	Essential
• Knowledge of Police Related Legislation	Desirable
• Advocacy experience	Desirable
Other (Physical, mobility, local conditions)	
• Ability and willingness to travel for business purposes.	Essential

Expertise in Role - After initial development - Level 2
• Experience of providing advocacy in preliminary directions hearings and the Magistrates' Court.
• Experience of handling a case load of civil and proactive cases.



PART B – COMPETENCIES & VALUES

Competency and Values Framework – http://www.college.police.uk/What-we-do/Development/competency-and-values-framework/Documents/Competency-and-Values-Framework-for-Policing_4.11.16.pdf
Level 1 –Practitioner

PART C - DEVELOPMENT OF ROLE

Expertise in Role (Advanced - Level 3)
• Considered and expert source of advice on matters relevant to civil litigation involving property disputes and other small claims.

PART D - ACCESS & VETTING

Standard IT Access	Default
Police Building (Perimeter and Zone access)	Perimeter Access to Police Buildings where based
Vetting Level	Management Vetting
Date accepted as a role profile	22 September 2011