

## **ROLE PROFILE**

<b>Role :</b>	Solicitor (Operational Policing)
<b>Division :</b>	South Wales and Gwent Police Joint Legal Services
<b>Responsible to :</b>	Senior Solicitor and to the Assistant Director, Head of the Joint Legal Service
<b>Responsible for:</b>	Caseworker(s) and Casework Assistant(s)
<b>Role Purpose :</b>	To assist in the provision of a comprehensive legal service to the Chief Constable and the Police and Crime Commissioner of both Gwent Police and South Wales Police.
<b>Grade :</b>	PO(k)
<b>Vetting Level:</b>	MV
<b>Fixed, Field, Flexible:</b>	Flexible
<b>Date role last reviewed:</b>	October 2020

### **Main Purpose of Role:**

To assist in the provision of a comprehensive legal service to both Chief Constables and Police and Crime Commissioners in both Gwent and South Wales Police.

### **Main Activities:**

1. To provide expert legal advice and assistance to clients on complex and/or escalated issues within relevant subject area..
2. To advise and provide representation to clients in relation to legal proceedings and hearings.
3. To monitor and advise upon any legislative changes and other legal developments affecting either Chief Constable or either Commissioner.
4. To instruct counsel and attend conferences to ensure that relevant actions are planned and executed to protect the Chief Constable(s) and Commissioner(s) and in compliance with court/tribunal requirements.

To provide resilience other solicitors within the Joint Legal Service in relation to all aspects and functions of its work.

5. To establish and develop working relationships with legal professionals employed by other Police Forces, including playing a full part in the work of the Association of Police Lawyers and to maintain working relationships with external bodies.

6. To assist and make recommendations in the development of practice management standards.
7. To design and deliver in-house training on appropriate topics as required / directed.
8. To deliver a client-focused service.
9. To promote and adhere to the forces' Police's Equal Opportunities Policy to support the development of a diverse workforce.
10. To take reasonable care of own and others' safety; to co-operate with managers / supervisors in complying with statutory health and safety duties; to report incidents, accidents, faults etc.
11. To fully participate in the performance appraisal process and to produce successful outcomes under the force's performance framework.

**Special Circumstances:**

1. Both Gwent Police and South Wales Police are non-smoking organisations.
2. All staff must display the qualities to be able to work in an organisation with minority groups and provide a service to minority groups in communities. They must show that they are able to contribute to an open, fair working environment where inappropriate behaviour is not permitted. They must display no evidence of the likelihood to contribute in any way to workplace bullying or sexist or racist behaviour.
3. This post is subject to political restrictions and must be vetted to the standard required for the role.
4. The post holder must have the ability to travel to venues in and around both Force's geographical areas for meetings, hearings and conferences.

**Note:** This job description is provided to give a broad outline of the job activities of this post. Other duties may need to be undertaken which are not necessarily specified on the job description but which are commensurate with the scale of the post. The postholder will be required to serve in any position as appropriate to your grade or at any establishment within the boundaries of South Wales and Gwent Police in order to ensure the efficient and effective operation of such organisations.

<b>Job Specific Criteria Areas</b>	<b>Maximum Word Count</b>	<b>Method of assessment, For example, application form, test, presentation or certificate</b>
<b>1. Attainments</b>	<b>300</b>	<b>Application Form / Certificates</b>
Must possess a law degree and Solicitor's practising certificate or equivalent for the Bar.		
<b>2. Knowledge</b>	<b>400</b>	<b>Application Form / Interview</b>

<p>Must be able to evidence providing specialist expert advice and knowledge to colleagues, partners and other individuals and agencies to support the achievement of organisational objectives and enable compliance with organisational policy.</p> <p>Must be able to evidence the ability to represent clients and/or organisation with skill and diplomacy.</p> <p>Must have previous extended successful knowledge and experience in the conduct and management of operational policing matters.</p> <p>Must be able to take on an existing workload and must be prepared to undergo vetting to management level.</p> <p>Must be able to evidence continuous Professional Development</p> <p>Level 1 Welsh essential (training will be given). Welsh language skills Level 2 and above are desirable</p>		
<b>3. Experience</b>	<b>400</b>	<b>Application Form / Interview</b>

<p>Must be able to advise upon and provide representation in relation to operational policing matters. These include advising upon disclosure issues (family and regulatory), licensing, closure orders, ASBO's, firearms, football banning orders, SOO's, DVPO's, public order and events management advice, public protection issues, data protection (GDPR) and information sharing provisions, FGMO's, cybercrime,,asset recovery, PACE compliance, collaboration and partnering arrangements with other forces/public bodies.</p> <p>Must be able to draft bespoke and often complex documentation and to advise on high profile issues.</p> <p>Must be comfortable with responding to fast changing requirements with minimal supervision, as well as providing legal advice and guidance at strategic and day to day levels.</p> <p>Must be an experienced advocate.</p> <p>Must have experience which includes making applications, attendance at court , complying with orders, preparing witness statements, making decisions/recommendations in relation to liability, dealing with costs issues and briefing Counsel. Must be computer literate and have excellent verbal and written communication skills.</p> <p>Must have experience of providing legal advice to senior representatives or officers in an organisation.</p> <p>Desirable to have experience of a case management system.</p>		
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<b>4. We are emotionally aware</b>		<b>Interview</b>
<ul style="list-style-type: none"> <li>• I seek to understand the longer-term reasons for organisational behaviour. This enables me to adapt and change organisational cultures when appropriate.</li> <li>• I actively ensure a supportive organisational culture that recognises and values diversity and wellbeing and challenges intolerance.</li> <li>• I understand internal and external politics and I am able to wield influence effectively, tailoring my actions to achieve the impact needed.</li> <li>• I am able to see things from a variety of perspectives and I use this knowledge to challenge my own thinking, values and assumptions.</li> <li>• I ensure that all perspectives inform decision making and communicate the reasons behind decisions in a way that is clear and compelling.</li> </ul>		
<b>5. We take ownership</b>		<b>Interview</b>

<ul style="list-style-type: none"> <li>• I act as a role model, and enable the organisation to use instances when things go wrong as an opportunity to learn rather than blame.</li> <li>• I foster a culture of personal responsibility, encouraging and supporting others to make their own decisions and take ownership of their activities.</li> <li>• I define and enforce the standards and processes that will help this to happen.</li> <li>• I put in place measures that will allow others to take responsibility effectively when I delegate decision making, and at the same time I help them to improve their performance.</li> <li>• I create the circumstances (culture and process) that will enable people to undertake development opportunities and improve their performance.</li> <li>• I take an organisation-wide view, acknowledging where improvements can be made and taking responsibility for making these happen.</li> </ul>		
<b>6. We are collaborative</b>		<b>Interview</b>
<ul style="list-style-type: none"> <li>• I am politically aware and I understand formal and informal politics at the national level and what this means for our partners. This allows me to create long-term links and work effectively within decision-making structures.</li> <li>• I remove practical barriers to collaboration to enable others to take practical steps in building relationships outside the organisation and in other sectors (public, not for profit, and private).</li> <li>• I take the lead in partnerships when appropriate and set the way in which partner organisations from all sectors interact with the police. This allows the police to play a major role in the delivery of services to communities.</li> <li>• I create an environment where partnership working flourishes and creates tangible benefits for all.</li> </ul>		
<b>7. We deliver, support and inspire</b>		<b>Interview</b>

<ul style="list-style-type: none"> <li>• I challenge myself and others to bear in mind the police service's vision to provide the best possible service in every decision made.</li> <li>• I communicate how the overall vision links to specific plans and objectives so that people are motivated and clearly understand our goals.</li> <li>• I ensure that everyone understands their role in helping the police service to achieve this vision.</li> <li>• I anticipate and identify organisational barriers that stop the police service from meeting its goals, by putting in place contingencies or removing these.</li> <li>• I monitor changes in the external environment, taking actions to influence where possible to ensure positive outcomes.</li> <li>• I demonstrate long-term strategic thinking, going beyond personal goals and considering how the police service operates in the broader societal and economic environment.</li> <li>• I ensure that my decisions balance the needs of my own force/unit with those of the wider police service and external partners.</li> <li>• I motivate and inspire others to deliver challenging goals.</li> </ul>		
<b>8. We analyse critically</b>		<b>Interview</b>



<ul style="list-style-type: none"> <li>• I balance risks, costs and benefits associated with decisions, thinking about the wider impact and how actions are seen in that context. I think through 'what if' scenarios.</li> <li>• I use discretion wisely in making decisions, knowing when the 'tried and tested' is not always the most appropriate and being willing to challenge the status quo when beneficial.</li> <li>• I seek to identify the key reasons or incidents behind issues, even in ambiguous or unclear situations.</li> <li>• I use my knowledge of the wider external environment and long-term situations to inform effective decision making.</li> <li>• I acknowledge that some decisions may represent a significant change. I think about the best way to introduce such decisions and win support.</li> </ul>		
<b>9. We are innovative and open minded</b>		<b>Interview</b>
<ul style="list-style-type: none"> <li>• I implement, test and communicate new and far-reaching ways of working that can radically change our organisational cultures, attitudes and performance.</li> <li>• I provide space and encouragement to help others stand back from day-to-day activities, in order to review their direction, approach and how they fundamentally see their role in policing. This helps them to adopt fresh perspectives and identify improvements.</li> <li>• I work to create an innovative learning culture, recognising and promoting innovative activities.</li> <li>• I lead, test and implement new, complex and creative initiatives that involve multiple stakeholders, create significant impact and drive innovation outside of my immediate sphere.</li> <li>• I carry accountability for ensuring that the police service remains up to date and at the forefront of global policing.</li> </ul>		

Signed : \_\_\_\_\_(Applicant – upon offer of appointment)

Dated: \_\_\_\_\_