job description

Position title	Assistant Solicitor
Division	Legal Business Support
Line Manager Title	Legal Services Manager/Principal Solicitor
Grade	8

Purpose

Newly qualified solicitor + (NQ+).

Assume day to day responsibility for one or more business regions and/or business support department and/or field of expertise commensurate with your experience as determined by your line manager("Workload").

- Regular supervision and guidance from line manager.

Key responsibilities

You are expected to be able to carry out the responsibilities set out below with regular guidance and support from your line manager:

- Understand the needs of your internal customer, agree with them how best to meet those needs and review regularly.
- Provide appropriate legal advice and support with respect to your Workload as may be required from time to time, including:
    - General legal/commercial advice.
    - Contract drafting and interpretation.
    - Negotiation with third parties.
    - Litigation.
    - Business development.
    - Regulatory compliance.
    - Recommending appropriate courses of action e.g. cases be settled or tried.
    - Tactical advice.
- Identify and, to the extent possible, quantify any risks of a legal nature relating to your Workload.
- Advise on the management of such risk.

- Provide legal advice which is commercially focused (and where practicable assess, calculate and communicate the financial and operational consequences of the various courses of action).
- Report all legal issues clearly and effectively to appropriate personnel/internal customers (using the most appropriate means of communication available).
- Liaise effectively with all relevant personnel to continually review the quality and appropriateness of your legal support and advice (including actively seeking ways in which to improve the delivery of your legal services).
- Take responsibility for your Workload and make decisions affecting your Workload within the ambit delegated to you by your line manager and/or your internal customer so that matters are completed within reasonable timescales.
- Support the business and legal team with acquisition and disposals.
- Manage your Workload efficiently and effectively.
- Demonstrate a strong commitment to understanding SUEZ from an operational and commercial point of view.
- Keep up to date with respect to the latest legal developments affecting your Workload and comply with your continuing professional development obligations.
- Comply with all legal requirements relating to in-house solicitors in the UK.
- Identify training needs within the business, design appropriate training in conjunction with the business and deliver this training as appropriate.
- Identify requirements for external support and do the following efficiently and effectively:
    - The selection and engagement of appropriate external support providers (e.g. lawyers, consultants, expert witnesses).
    - The negotiation of fees and cost arrangements and the on-going management of costs.
    - The management of all external suppliers you appoint.
- Work will be shared amongst the team as appropriate to ensure workloads are balanced and the business needs are met.
- Provide support and guidance to other legal team members where appropriate.
- Carry out specific projects as may be assigned to you by your line manager.
- Any other duties that are reasonably requested within the scope of the job role.

Skills

- Attention to detail.
- Identify and, to the extent possible, quantify risks of a legal nature (and the related commercial risks).
- Effective communication and presentation skills.
- Desire to learn and improve skills.
- High degree of professional ethics and integrity.
- Ability to identify legal problems and work out a solution with support where required.

Behaviours

- COMMITMENT TO THE CUSTOMER: Is this person passionate about personally 'understanding the customer' and meeting their needs? (4)
- FINANCIAL AWARENESS: Does this person understand the financial impact on the business of any decisions made? (3)
- BUILDING CAPABILITY: Does this person work to develop the long-term capabilities of others? (3)
- COMMUNICATION EFFECTIVENESS: Does this person firmly believe in communication to all appropriate stakeholders and have the skills to get ideas accepted by others or to get others to change their opinions? (3)
- DRIVE FOR RESULTS: Does this person lead individuals or groups of people effectively and make continuous improvements and constantly meet/surpass targets and goals? (3)
- VISION: Has this person got the ability to stand back and take a broader perspective on the circumstances facing them? Is the person satisfied with the status quo? (3)

Criteria Rating 1 = Low and 5 = High

Knowledge

- Basic knowledge and understanding of commercial law and procedures
- Basic understanding of the influences of the external environment of a company

Specific candidate requirements

Newly Qualified+ (NQ+)

Qualifications

Holds a valid Practicing Certificate issued by the Law Society

Please note: The content of this job description reflects the main duties and responsibilities of the job and is not intended to form part of the contract of employment. SUEZ may revise the content of the role and responsibilities at its discretion.