



## HUMBERSIDE POLICE Role Requirement

**Position Title: Solicitor – Civil Litigation  
(Collaborative)**

**Grade: MP6 (plus 3 scale points for  
recruitment weighting)**

**Vetting Level: MV + CTC**

**Overall Purpose of the role:** To support the Force Solicitor in the provision of a comprehensive legal service to the Chief Constable, the Chief Officer Group and all officers and support staff of Humberside Police. To ensure that the Force's interests are represented in courts, committees and tribunals as well as in negotiations with solicitors in private practice, local authorities and contractors.

### Main Tasks

1. Implements and develops procedures associated with debt recovery involving the preparation of papers for court and filing of documents in accordance with strict court timescales.
2. Provides general and specialist legal advice on a range of legal matters, including police powers, licensing, police property, personnel, discipline and complaints, tendering procedures, new legislation and Home Office proposals. Attending Courts, committees and tribunals, as necessary.
3. Undertakes advocacy in the County and Magistrates Courts (and Crown Court where appropriate) on both simple and complex matters.
4. Has care and conduct of actions in the County Court for debt recovery and the recovery of cost orders in cases before the County and Magistrates Courts.
5. Selects and instructs Counsel on the most complex cases and appeals to the High or Crown Courts
6. Advises Officers seeking authority to disclose information and in suitable cases provides reports to Chief Officers advising on relevant case law to seek approval for disclosure.
7. Supports the Deputy Force Solicitor and the Legal Assistant (Disclosure) in providing the administrative and research functions relating to the disclosure of documents and other information for use in private prosecutions by partner agencies, civil and childcare proceedings before the Magistrates Court, the Crown Court, the Family Proceedings Court and the County Court.
8. Designs and delivers in-house training on legislation and procedures to Operational officers and Police Staff as and when requested.
9. Prepares advice and guidance regarding the Force-wide impact and implications of developments in legislation and case law.

10. Performs such other duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility including duties arising in relation to regional collaboration

### **Litigation**

11. Acts on behalf of the Force in dealing with civil claims against the Chief Constable which includes the preparation of defence and other pleadings, evaluation and assessment of evidence, advising on merits and settlement (where appropriate), interviewing of officers and identifying salient points, filing documents at court, instructing Counsel where appropriate and attending court with Counsel.
12. Acts on behalf of the Force in dealing with claims relating to employment matters, unfair dismissal and Equality Act discrimination claims, which includes the preparation of defence and other pleadings, evaluation and assessment of evidence, advising on merits and settlement (where appropriate), interviewing of officers and identifying salient points, filing documents at tribunal, instructing Counsel where appropriate and attending tribunal with Counsel.
13. Provides resilience in advocacy, care and conduct of applications in the Magistrates' Court for civil orders including Anti-social Behaviour Orders, Sexual Offences Act Orders, Proceeds of Crime Act Orders and Football Banning Orders.
14. Identifies and advises the Chief Constable on risks arising out of proposed contracts and agreements for all branches of the Force.
15. Attends meetings across the Force with specific input into the Tendering Procedure Working Party and Best Value reviews providing legal advice, as required.

### **Public Protection**

16. Has care and conduct of applications in the County, magistrates and Crown Courts for Civil orders including Anti-social Behaviour Orders, Sexual Offences Act Orders, Proceeds of Crime Act Orders and Football Banning Orders.
17. Advises Officers and Police Staff contemplating applications for civil orders, including evaluating evidence, drafting court documents, preparing bundles for court and where appropriate appeals to Crown Court.
18. Provides resilience in advocacy, care and conduct civil claims against the Chief Constable and claims relating to employment matters, unfair dismissal and Equality Act discrimination claims, which includes the preparation of defence and other pleadings, evaluation and assessment of evidence , advising on merits and settlement (where appropriate).

Responsibility	Decision Making		
<p>The post-holder will be responsible for:</p> <p>The provision of accurate and efficient legal advice and assistance to the Chief Constable and all officers and support staff of Humberside Police;</p> <p>The representation of the Force's interests at courts, committees and tribunals as well as in negotiations with solicitors in private practice, local authorities and contractors;</p> <p>The setting with clients of agreed deadlines for the delivery of advice and assistance.</p> <p>Remaining up to date with relevant case law, legislation and legal processes in relation to the portfolio of case undertaken.</p> <p>Instructing, when appropriate, counsel or agent solicitors representing the Force;</p> <p>Critically assessing and evaluating new legislation that may have possible impact on the Force;</p> <p>Contributing to the efficient and effective management and improvement of the Legal Services Unit and the service it provides;</p> <p>Ensuring that risks to the Force, BCU/Command which may affect its ability to provide business as usual now or in the future are identified and escalated to their line manager or local Risk Champion at the earliest opportunity;</p> <p>Responsible for using the NDM and THRIVE model in all actions undertaken.</p> <p>As a member of Humberside Police you will accord with the Standards of Professional Behaviour, as outlined in the Code of Ethics, at all times. You will recognise the responsibilities of your role and act lawfully in the public interest. Your conduct will encourage others to have confidence in policing. You will have honesty and integrity and be open and transparent in your decisions and actions. You will treat people fairly and demonstrate respect, tolerance and self-control. You will lead our service by good example and will report, challenge or take action against the conduct of colleagues which has fallen below the standards expected.</p>	<p>Decisions are made based upon case law or precedents where applicable, but the post holder will have to interpret case law/legislation and will use professional judgement in determining what represents the best interests of Humberside Police.</p> <tr> <th data-bbox="1227 432 2168 472">Additional Information</th> <td data-bbox="1227 472 2168 1444"> <p>The post holder may be required to work across three areas of business: Operational Policing, Employment/Professional Standards Department and Civil Litigation.</p> <ul style="list-style-type: none"> <li>• May be required to work after normal hours/weekends on overtime.</li> <li>• Provide out of hours cover, on a rota business.</li> <li>• Flexible and ability to travel and work at other locations.</li> <li>• You will be confronted with behaviour that is both abusive and violent; this can be of a graphic and distressing nature.</li> <li>• This is a collaborative post and the post holder will be required to work across South Yorkshire, Carbrook and Humberside Police, Priory Road as required. If appointed will be expected to travel around the force area to various bases. Normal force mileage will apply.</li> </ul> </td> </tr>	Additional Information	<p>The post holder may be required to work across three areas of business: Operational Policing, Employment/Professional Standards Department and Civil Litigation.</p> <ul style="list-style-type: none"> <li>• May be required to work after normal hours/weekends on overtime.</li> <li>• Provide out of hours cover, on a rota business.</li> <li>• Flexible and ability to travel and work at other locations.</li> <li>• You will be confronted with behaviour that is both abusive and violent; this can be of a graphic and distressing nature.</li> <li>• This is a collaborative post and the post holder will be required to work across South Yorkshire, Carbrook and Humberside Police, Priory Road as required. If appointed will be expected to travel around the force area to various bases. Normal force mileage will apply.</li> </ul>
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NOT PROTECTIVELY MARKED

<b>Reports To:</b>		<b>Direct reports:</b>	
<b>Deputy Force Solicitor</b>		<b>None</b>	
<b>Prepared by:- Date:-</b>	<b>Confirmed by:- Date:-</b>	<b>Received by:- Date:-</b>	

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**Person Specification**

		<b>Scale MP6 (plus 3 scale points)</b>
<b>Attainments/ Knowledge</b>	<b>Essential</b>	Solicitor/Barrister/Legal Executive (Fellow). Legal qualification to degree level or equivalent. Advocacy skills and detailed knowledge of law and practice in at least one of the following areas: criminal law, civil law, family law, public protection (anti-social behaviour orders, Sexual Offences Act Orders, etc).
	<b>Desirable</b>	Knowledge of political dimension of Humberside Police. Knowledge of function and role of Police Authority. Higher Rights of Audience in the Crown and/or Civil Courts.
<b>Experience</b>	<b>Essential</b>	Knowledge and understanding of ECHR, Civil Procedure Rules, Magistrates Court Practice, along with advocacy experience and rights of audience (minimum solicitors rights). Experience in the conduct of Employment Tribunal claims.
	<b>Desirable</b>	Experience of police law and knowledge of police regulations with demonstrable ability to acquire that ability rapidly. Knowledge and understanding of licensing and criminal law
<b>Skills/ Specialisms</b>	<b>Essential</b>	Ability to manage a considerable and diverse caseload providing clear and legally sound advice. Ability to work in a highly pressurised environment and to be able to offer flexibility and advice within tight time constraints. Demonstrates the ability to persuade others to achieve positive results. Excellent oral and written communication skills to deal with all ranks of officer, support staff and external agencies. Tact and diplomacy. Well-developed organisational and time management skills. A logical, methodical approach to work with a high level of attention to detail. Ability to assimilate oneself into the police culture but maintain the ability to stand back when required, give objective advice that may not always be welcome, but in such a way as to maintain a proper level of trust and respect. Flexibility to meet demands of the post. Self-motivated to keep abreast of new developments in legal matters. Access to transport or the ability to travel around the force area.
	<b>Desirable</b>	Computer literacy/keyboarding skills. Portrays a confident and assertive manner. Is able to seek out information from non-obvious sources.
<b>Decision Making/ Problem Solving/ Planning</b>	<b>Essential</b>	Ability to use professional judgement to make accurate decisions relating to legal matters. Ability to assimilate large amounts of information and make appropriate evaluations in order to recommend a course of action. Innovative, creative and practical in problem solving. Ability to work to deadlines under considerable pressure.
	<b>Desirable</b>	
<b>Codes of Ethics</b>		Code of Ethics exists when every member of staff considers the impact that their actions have on the people they serve and proactively seeks ways of improving the quality of the service that they provide. The post holder must convey both internally and externally a service based on fairness and equality and ensure they fully understand and represent the Force's values and principles at all times.

NOT PROTECTIVELY MARKED

<b>Respect for Race &amp; Diversity</b>	Considers and shows respect for the opinions, circumstances and feelings of colleagues and members of the public, no matter what their race, religion, position, background, circumstances, status or appearance. Appreciates other people's views and takes them into account. Is tactful and diplomatic when dealing with people, treating them with dignity and respect at all times and is sensitive to social, cultural and racial differences.
<b>This role requirement is a management document and therefore subject to change</b>	

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