



Job Title: Solicitor

Responsible to: Head of Legal Services

Principal Working Contacts

Senior Leadership Team
Operational Leadership Group
Legal Services Team
Inspection Groups
Team Managers
Inspectors
Admin Colleagues

Job purpose

To provide legal advice and representation services to the Care Inspectorate including advice on its powers, duties, procedures and responsibilities, ensuring compliance with all relevant legislation, statutory guidance and codes of conduct and practice and to assist the Head of Legal Services in the proper administration of the business of the Care Inspectorate.

Key responsibilities

- To provide advice and guidance to operational staff on the discharge of the statutory functions under the Public Services Reform (Scotland) Act 2010.
- To provide legal representation for the Care Inspectorate in any court, or inquiry proceedings.
- Provide legal input to the development of Care Inspectorate policy.
- Provide legal input as required in relation to complaints and enquiries received from external parties.
- Under the supervision of the Head of Legal Services, to generate guidance and procedures ensuring the consistent and proper conduct of business by all Care Inspectorate officers.
- To carry out any other legal work as required by the Head of Legal Services.

Relationship Management:

- Model corporate behaviour and demonstrate commitment to organisational values.
- Develop and maintain constructive and co-operative working relationships with internal and external stakeholders to ensure effective and efficient directorate support.
- Ensure effective working protocols in accordance with the Care Inspectorate's Communications, Human Resources, Finance, IT and Digital Transformation functions.

- Project a professional image for the Care Inspectorate and Legal Services Team when dealing with colleagues and external stakeholders.
- Demonstrate enthusiasm for delivering excellent customer service.
- Demonstrate a commitment to the Care Inspectorate's Corporate plan which includes vision, core purpose and values, and to the Care Inspectorate's overall objective of improving care in Scotland.

Other duties

This role may require travel and occasional overnight stays and unsocial hours.

This job description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties and it is recognised that jobs change and evolve over time. Consequently the post holder will be required to carry out any other duties to the equivalent level that are necessary to fulfil the purpose of the job, and to respond positively to changing business needs.