



JOB TITLE:	Solicitor
SALARY GRADE:	Grade 13
JE REFERENCE:	A746
DIRECTORATE:	Legal & Democratic Services
TEAM:	Legal
LOCATION OF WORK:	Service Headquarters
DIRECTLY RESPONSIBLE TO:	Head of Legal

LEADERSHIP BEHAVIOUR LEVEL:	Leading Yourself
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MAIN JOB PURPOSE
<p>To main purpose of the role is to undertake all legal work in a timely and accurate way.</p> <p>The post holder will be committed to, encourage and promote the values of MFRS, the National Core Code of Ethics for Fire & Rescue Services, and act in accordance with our Ground Rules.</p>

KEY AREAS OF RESPONSIBILITY
<ol style="list-style-type: none"> 1. To meet and interview clients to provide the necessary advice and services, advising a client on the law and legal issues relating to their matter which can cover several different areas of the law. 2. To draft documents, contracts, statutory notices, orders and other legal letters, as allocated and required by client departments tailored to the Authority's needs. 3. To research and analyse documents and case law to ensure the accuracy of advice and procedure in order to keep up to date with changes and developments in the law by reading journals and law reports. 4. To prepare for routine prosecutions in the Magistrates Court on behalf of client departments. 5. To negotiate with clients and other professionals to secure agreed objectives. 6. To represent the Authority in small claims hearings for debt recovery in the County Court. 7. To correspond with clients and opposing solicitors and attend meetings and negotiations with opposing parties. 8. As directed by the Head of Legal Services to act on behalf of the Authority in disputes and represent them in Court, or at Tribunals, if necessary. 9. To instruct barristers or specialist advocates to appear in Court for the Authority as necessary. 10. To work in a team, sometimes referring cases to the Head of legal Services or Senior legal officer as required.

11. To check all documentation prior to completion and implementing including calculating claims for damages, compensation, maintenance, etc
12. To carry out such administrative duties as may be allocated from time to time as necessary to provide legal advice.
13. To ensure that the provision of legal services meets clients' expectations and agreed targets of performance and to demonstrate that the legal service is accountable.
14. To undertake any other duties deemed suitable by the Authority commensurate with the grade.

VALUES, BEHAVIOURS AND CODE OF ETHICS

As detailed in the Authority's CRMP, the Leadership Message clearly states our Values.

We serve with **Courage**

- By never settling for the status quo
- By being decisive and calm under pressure
- By having determination to see things through
- By being prepared to fail
- By celebrating diversity and being open to new opportunities and challenges
- By setting high standards and not being embarrassed for doing so
- By challenging ourselves to be better

We serve with **Integrity**

- By doing the right thing even when it is hard or no one is looking
- By leading by example
- By standing up for what matters
- By being open, honest and fair
- By making decisions based on facts
- By explaining the why
- By being consistent
- By always doing what we say we are going to do

We serve with **Compassion**

- By acting with empathy and kindness
- By actively listening - hearing what is being said
- By going the extra mile to help
- By looking after and supporting each other, noticing what is going on for people
- By recognising each other's contribution
- By creating a sense of belonging
- By embracing and understanding difference

The National Core Code of Ethics for Fire & Rescue Services sets out five Key Principles, which provide a basis for promoting good behaviour and challenging inappropriate behaviour. The code is complemented by MFRA's Ground Rules, which outlines how we welcome difference and individuality, create a sense of belonging in the most inclusive way and provide some key, simple rules surrounding how we act.



LEADERSHIP BEHAVIOURS

LEADING YOURSELF

Personal Impact	I demonstrate Service values and behaviours.	I value inclusion and set a positive example to others.	I reflect on my own strengths and see the strengths of others (using colours).
Outstanding Leadership	I am an ambassador for the Service, taking pride and responsibility for the work we do and encouraging others to do the same.	I take responsibility and accountability for the quality of my own work.	I role model proactively, learning new skills and behaviours.
Service Delivery	I find out about my local community risks & associated behaviours to ensure we are offering the best service.	I plan ahead and prioritise my work, managing my time effectively to get things done.	I work to foster trust with others & build constructive working relationships to achieve goals.
Org. Effectiveness	I know what the key organisational goals are and how I contribute.	I work within the organisation's policies, procedures and processes.	I continuously seek to improve my performance & share my ideas.

Date job profile prepared / revised:

R Groves – May 2026

MERSEYSIDE FIRE & RESCUE SERVICE

PERSON SPECIFICATION



Job Title:	Solicitor	Team:	Legal
Salary:	Grade 13	Directorate:	Legal & Democratic Services
JE Reference:	A746		

QUALIFICATIONS & TRAINING		ESSENTIAL/DESIRABLE	ASSESSED BY
A Solicitor qualified to practice		E	A PD
KNOWLEDGE & EXPERIENCE		ESSENTIAL/DESIRABLE	ASSESSED BY
Thorough knowledge and understanding of the law, relating to at least two or more of the following areas and working knowledge of the remaining areas: <ul style="list-style-type: none"> • Procurement law as affecting public authorities • Employment Law • Public and Administrative Law • Criminal Law • Information/Data Law • Property Law • Commercial Law • Civil Litigation 		E	A I
A thorough understanding of and commitment to the values and purpose of the Authority.		E	A I
Experience of provision of legal advice to a Fire Authority, Local Authority or other relevant public body.		D	A
SKILLS & ABILITIES		ESSENTIAL/DESIRABLE	ASSESSED BY
Excellent drafting skills.		E	A I
Excellent interpersonal skills with the ability to communicate effectively both verbally and in writing with a wide range of people in a clear and accurate manner.		E	A I
Excellent analytical and problem solving skills with the ability to think creatively - be solution focused.		E	A I
Strong persuasive and negotiating skills.		E	A I
The ability to self manage, prioritise work and deliver to deadlines.		E	A I
Attention to detail.		E	A I
Competent of using Microsoft software packages (inc. Word & Outlook).		E	A I
Advocacy skills.		D	A I
WORK RELATED CIRCUMSTANCES		ESSENTIAL/DESIRABLE	ASSESSED BY
A commitment to model our values and behaviours; promoting a culture which embraces collaboration, inclusivity, high performance and wellbeing, striving to make a real difference to the communities we serve.		E	A & I
Basic/ Standard / Enhanced Disclosure Barring Service check (verification of unspent criminal records will be undertaken in the in the form of a basic/ standard / enhanced disclosure barring service check)		E	MFRS
Hold a UK driving license and able to drive manual cars.		E	MFRS

A	Application	I	Interview	PD	Produce Documentation	MFRS	If successful & conditionally offered the role, MFRS will complete
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