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\* June 2019 – new profile

Profiles previously in Office Services have been combined or transferred to Secretarial and Clerical Group and the source profiles have been archived, leaving only the Solicitor profiles. Therefore the group has been renamed Legal Services.

# National profiles for Legal Services

**Profile Label:** Solicitor entry level

**Job Statement:**

1. Supports the dedicated legal service within the NHS in response to litigation; provides advice litigation issues
2. Undertakes factual investigation of clinical and non-clinical claims
3. Drafts legal documentation and researches legislation and precedent
4. Attends court and tribunals in support of legal services, on behalf of NHS organisation/NHS clients

Factor	Relevant Job Information	JE level	JE Score
1. Communication & Relationship Skills	<b>Provide and receive complex information requiring persuasive skills; agreement and co-operation is required</b> Exchange verbal and written information concerning legal documents and proceedings to NHS Clients, witnesses, claimants, requires agreement and co-operation; communicates sensitive financial settlement details, results of Fatal Accident Inquiries to solicitors and others	4	32
2. Knowledge, Training & Experience	<b>Specialist knowledge across the range of work procedures and practices, underpinned by theoretical knowledge or relevant practical experience.</b> Knowledge of law and legal practice, acquired through degree, post graduate diploma in legal practice	6	156
3. Analytical & Judgemental Skills	<b>Complex facts or situations requiring analysis, interpretation and comparison of a range of options</b> Judgements in relation to legal practise and complex medical negligence and commercial or employment litigation claims, negotiating and advising on the settlement of claims	4	42
4. Planning & Organisational Skills	<b>Plan and organise activities or programmes</b> Plans diary and meetings with clients, NHS and Legal staff	2	15
5. Physical Skills	<b>Physical skills obtained through practice over a period of time</b> Standard driving, keyboard skills	2	15
6. Responsibility for Patient/Client Care	<b>Assist patients/clients/relatives during incidental contacts/provide non-clinical advice, information directly to patients, clients, relatives or carers</b> Occasional contact with patients or clients /Provides non-clinical advice to patients or their relatives regarding complaints or legal claims	1-2	4-9
7. Responsibility for Policy/Service Development	<b>Implement policies and propose changes to practices or procedures for own area.</b> Proposes and implements changes to legal services for own area of activity	2	12
8. Responsibility for Financial & Physical Resources	<b>Personal duty of care in relation to equipment and resources</b> Use of office equipment	1	5
9. Responsibility for Human Resources	<b>Responsible for day to day supervision; Regularly responsible for providing training in own discipline</b> Day to day supervision of other members of legal team; provide training to NHS clinical and non-clinical staff on aspects of law	2(a)(c)	12
10. Responsibility for Information Resources	<b>Responsible for data entry, text processing, storage of data/ Responsible for taking and transcribing formal minutes</b> Takes detailed notes of evidence in court, tribunals which may be used by others/ takes and transcribes oral evidence for wider circulation	2a – 3	9-16
11. Responsibility for Research & Development	<b>Occasionally undertake R&amp;D</b> Undertake surveys or audits, as necessary to own work	1	5
12. Freedom to Act	<b>Is guided by clearly defined policies and procedures, work is managed rather than supervised</b> Works independently to support Solicitors workload	3	21
13. Physical Effort	<b>Occasional requirement for sitting or standing in a restricted position</b> Restricted positions when attending court or tribunal hearings	1	3
14. Mental Effort	<b>Occasional/ Frequent requirement for prolonged concentration</b> Reading legal documentation, case papers, note taking	3b-4a	12-18

## National profiles for Legal Services

15. Emotional Effort	<b>Frequent indirect exposure to distressing or emotional circumstances/occasional indirect exposure to highly distressing or highly emotional circumstances</b> Provides legal advice to NHS employees faced with difficult and distressing situations on a daily basis e.g. non-accidental injury to children, vulnerable adults	2(a)(c)	11
16. Working Conditions	<b>Requirement to use VDU equipment more or less continuously</b> Uses computer for significant proportion of the day	2e	7
JE Score/Band		Band 5	361 - 379

# National profiles for Legal Services

**Profile Label:**  
**Job Statement:**

**Solicitor**

1. Provides a dedicated legal service within the NHS in response to litigation; provides advice and training on litigation issues
2. Undertakes factual investigation of clinical and non-clinical claims
3. Drafts legal documentation and searches legislation and precedent
4. Attends court and tribunals on behalf of NHS organisation/NHS clients
5. May manage a legal team

Factor	Relevant Job Information	JE level	JE Score
1. Communication & Relationship Skills	<b>Provide and receive highly complex, highly sensitive information where cooperation or agreement required; presenting complex, sensitive or contentious information to large group of staff/ provide and receive highly sensitive information where there are significant barriers to acceptance which need to be overcome</b> Communicates highly complex or highly sensitive information, barriers to understanding/communicates highly contentious sensitive information often in a hostile and antagonistic atmosphere in order to provide a legal advisory service associated with the specialist litigation; takes evidence from witness and presents evidence and submissions in court or tribunal	5(a)(b) -6	45-60
2. Knowledge, Training & Experience	<b>Highly developed specialist knowledge across the range of work procedures and practices, underpinned by theoretical knowledge and practical experience</b> Knowledge of law and legal practice, acquired through degree, post graduate diploma in legal practice and further 2 year traineeship to masters level equivalent and additional knowledge in specialist field of NHS Law e.g. Clinical negligence, personal injury, property, employment law	7	196
3. Analytical & Judgemental Skills	<b>Highly complex facts or situations requiring analysis, interpretation and comparison of a range of options.</b> Judgements in relation to legal practise and highly complex medical negligence and commercial or employment litigation claims, negotiating and advising on the settlement of claims	5	60
4. Planning & Organisational Skills	<b>Plan and organise a number of complex activities or programmes, requiring formulation and adjustment</b> Plans and prepares for legal hearings which may involve a number of witnesses over a considerable period of time; co-ordinates 'group actions'; assists in development of service provision through advice to clients	3	27
5. Physical Skills	<b>Physical skills obtained through practice over a period of time</b> Standard driving, keyboard skills	2	15
6. Responsibility for Patient/Client Care	<b>Provide non-clinical advice, information directly to patients, clients, relatives or carers</b> Provides non-clinical advice to patients or their relatives regarding complaints or legal claims	2	9
7. Responsibility for Policy/Service Development	<b>Implement policy for own area and propose changes impacting beyond own area</b> Responsible for contributing to and implementation of Organisation policies and proposes and implements changes to legal services which impact beyond own area of activity	3	21
8. Responsibility for Financial & Physical Resources	<b>Monitor or contributes to the drawing up of department / service budgets or financial initiative</b> Contributes to drawing up of department budget, responsible for monitoring claims or costs and advising clients on same. Delegated authority to settle on claims	3c	21
9. Responsibility for Human Resources	<b>Responsible for day to day supervision/ management of staff; Responsible for the teaching/delivery of specialist training</b> Day to day supervision /management of other members of legal team; provides specialist training to NHS clinical and non-clinical staff on aspects of law e.g. on medical negligence, litigation claims and employment law	2a-3ac	12-21
10. Responsibility for Information Resources	<b>Responsible for data entry, text processing, storage of data/ Responsible for taking, transcribe formal minutes</b> Takes detailed notes of evidence in court, tribunals which may be used by others/takes and transcribes oral evidence for wider circulation	2a-3a	9-16
11. Responsibility for Research & Development	<b>Occasionally required to undertake R&amp;D</b> Undertake surveys or audits, as necessary to own work	1	5
12. Freedom to Act	<b>Guided by broad occupational policies or regulations.</b> Professionally responsible for own workload and works autonomously	4	32

## National profiles for Legal Services

<b>13. Physical Effort</b>	<b>Occasional/frequent requirement for sitting or standing in a restricted position</b> Restricted positions when attending court or tribunal hearings	1-2a	3-7
<b>14. Mental Effort</b>	<b>Frequent requirement for prolonged concentration; occasional requirement for intense concentration</b> Reading legal documentation, case papers, note taking; conducting examination and cross examination of witnesses in court or tribunal for long periods	4(a)(b)	18
<b>15. Emotional Effort</b>	<b>Frequent exposure to distressing or emotional circumstances/Occasional exposure to highly distressing circumstances</b> Provides legal advice to NHS employees faced with difficult and distressing situations on a daily basis e.g. non-accidental injury to children, vulnerable adults, child abuse, substance abuse patients in persistent vegetative state, fatal accident inquiries	3(a)(b)	18
<b>16. Working Conditions</b>	<b>Exposure to unpleasant conditions is rare/Frequent to use of road transportation; Use of VDU more or less continuously</b> Office conditions/Use of road transport to attend hearing or to meet clients; uses computer for significant proportion of the day	1-2(c)(e)	3-7
<b>JE Score/Band</b>		<b>Band 7</b>	<b>494 - 533</b>

# National profiles for Legal Services

**Profile Label:** Solicitor principal

- Job Statement:**
1. Provides a dedicated legal service within the NHS in response to specialist litigation
  2. Undertakes factual investigation of clinical and non-clinical claims
  3. Drafts legal documentation and searches legislation and precedent
  4. Attends court and tribunals on behalf of NHS organisation/NHS clients
  5. Manages the legal team

Factor	Relevant Job Information	JE level	JE Score
1. Communication & Relationship Skills	<b>Provide and receive highly complex, highly sensitive information where cooperation, agreement is required; presenting complex, sensitive or contentious information to large group of staff/ provide and receive highly sensitive information where there are significant barriers to acceptance which need to be overcome.</b> Communicates highly complex or highly sensitive information, barriers to understanding/communicates highly contentious sensitive information often in a hostile and antagonistic atmosphere in order to provide a legal advisory service associated with the specialist litigation; takes evidence from witness and presents evidence and submissions in court or tribunal	5(a)(b)-6	45-60
2. Knowledge, Training & Experience	<b>Advanced theoretical and practical knowledge of a range of work procedures and practices</b> Knowledge of law and legal practice, acquired through degree, post graduate diploma in legal practice and 2 year traineeship to masters level equivalent, plus further theoretical knowledge and experience associated with NHS specific provisions, structures and social care policies	8	240
3. Analytical & Judgemental Skills	<b>Highly complex facts or situations requiring analysis, interpretation and comparison of a range of options.</b> Judgements in relation to legal practise and highly complex medical negligence and commercial or employment litigation claims, negotiating and advising on the settlement of claims	5	60
4. Planning & Organisational Skills	<b>Plan and organise a number of complex activities or programmes, requiring formulation and adjustment</b> Plans and prepares for legal hearings which may involve a number of witnesses; co-ordinates 'group actions'; assists in development of service provision through advice to clients	3	27
5. Physical Skills	<b>Physical Skills obtained through practice over a period of time</b> Standard driving, keyboard skills	2	15
6. Responsibility for Patient/Client Care	<b>Provides non-clinical advice, information directly to patients, clients, relatives or carers</b> Provides non-clinical advice to patients or their relatives regarding complaints or legal claims	2	9
7. Responsibility for Policy/Service Development	<b>Implements Policy for own area and proposes changes impacting beyond own area</b> Responsible for contributing to and implementation of organisation policies. Proposes and implements changes to legal services which impact beyond own area of activity	3	21
8. Responsibility for Financial & Physical Resources	<b>Authorised signatory for cash/financial payments; Responsible for purchase of some supplies</b> Contributes to drawing up of department budget, responsible for monitoring claims or costs and advising clients on same; responsibility for enlisting a barrister	3(a)(b)	21
9. Responsibility for Human Resources	<b>Responsible for day to day management of staff; Responsible for the teaching/delivery of specialist training</b> Day to day management of legal team; provides specialist training to NHS clinical and non-clinical staff on aspects of law e.g. on medical negligence, litigation claims and employment law	3(a)(c)	21
10. Responsibility for Information Resources	<b>Responsible for Data entry, text processing, storage of data/Responsible for taking transcribe formal minutes</b> Takes detailed notes of evidence in court, tribunals which may be used by others/takes and transcribes oral evidence for wider circulation	2a -3a	9-16
11. Responsibility for Research & Development	<b>Occasionally required to undertake R&amp;D,</b> Undertake surveys or audits, as necessary to own work	1	5
12. Freedom to Act	<b>Guided by broad occupational policies or regulations/guided by general policies but needs to establish interpretation</b> Professionally responsible for own workload and works autonomously/works autonomously without access to higher internal legal authority	4-5	32-45

## National profiles for Legal Services

<b>13. Physical Effort</b>	<b>Occasional/frequent requirement for sitting or standing in a restricted position</b> Restricted positions when attending court or tribunal hearings	1-2a	3-7
<b>14. Mental Effort</b>	<b>Frequent requirement for prolonged concentration; occasional/frequent requirement for intense concentration</b> Reading legal documentation, case papers, note taking; conducting examination and cross examination of witnesses in court or tribunal for long periods	4-5	18-25
<b>15. Emotional Effort</b>	<b>Frequent exposure to distressing or emotional circumstances/Occasional exposure to highly distressing circumstances</b> Provides legal advice to NHS employees faced with difficult and distressing situations on a daily basis e.g. non-accidental injury to children, vulnerable adults, child abuse, substance abuse patients in persistent vegetative state, fatal accident inquiries	3(a)(b)	18
<b>16. Working Conditions</b>	<b>Exposure to unpleasant conditions is rare /Frequent requirement to use of road transportation; requirement to use VDU more or less continuously.</b> Office conditions/use of road transport to attend hearing or to meet clients; uses computer for significant proportion of the day	1-2(c)(e)	3-7
<b>JE Score/Band</b>		547 - 597	Band 8a – 8b

# National profiles for Office Services

Profile Label: Solicitor Consultant  
 Job Statement: 1. Provides a dedicated legal service within the NHS in response to specialist litigation; provides advice and training on specialist litigation issues  
 2. Undertakes factual investigation of clinical and non-clinical claims  
 3. Drafts legal documentation and searches legislation and precedent  
 4. Attends court and tribunals on behalf of NHS clients  
 5. May supervise junior solicitors, other members of legal team

Factor	Relevant Job Information	JE level	JE Score
1. Communication & Relationship Skills	<b>Provide and receive highly complex, sensitive or contentious information; significant barriers to acceptance; hostile, antagonistic or highly emotive atmosphere</b> Communicates highly contentious sensitive information often in a hostile and antagonistic atmosphere in order to provide a legal advisory service associated with specialist litigation; takes evidence from witnesses and presents evidence and submissions in court or tribunal	6	60
2. Knowledge, Training & Experience	<b>Advanced theoretical and practical knowledge</b> Knowledge of law and legal practice, acquired through degree in law, post graduate diploma in legal practice and 2 year traineeship to masters level equivalent, plus further theoretical knowledge and experience associated with NHS specific provisions, structures and social care policies	8	240
3. Analytical & Judgemental Skills	<b>Highly complex facts or situations requiring analysis, interpretation, comparison of a range of options</b> Judgements in relation to legal practise and highly complex medical negligence and commercial/employment litigation claims, negotiating and advising on the settlement of claims	5	60
4. Planning & Organisational Skills	<b>Plan and organise complex activities or programmes, requiring formulation, adjustment</b> Plans and prepares for legal hearings which may involve a number of witnesses over a considerable period of time; co-ordinates 'group actions'; assists in development of long term service provision through advice to clients	3	27
5. Physical Skills	<b>Physical skills obtained through practice</b> Standard driving, keyboard skills	2	15
6. Responsibility for Patient/Client Care	<b>Provide non-clinical advice, information to patients/clients/relatives</b> Provides non-clinical advice to patients or their relatives regarding complaints or legal claims	2	9
7. Responsibility for Policy/Service Development	<b>Responsible for policy implementation and development for directorate or equivalent/ corporate responsibility for major policy implementation, impacts across or beyond the organisation</b> Provides legal advice on a range of clinical and non-clinical issues and policies with wide organisational impact/gives advice at the highest level with service-wide impact	5-6	45-60
8. Responsibility for Financial & Physical Resources	<b>Authorised signatory for cash/financial payments; purchase of some supplies</b> Commissions; procures external legal and non-legal services	3(a)(b)	21
9. Responsibility for Human Resources	<b>Day to day management; teach/delivery specialist training</b> Day to day management of other members of legal team; provides specialist training to NHS clinical and non-clinical staff on aspects of law e.g. on medical negligence, litigation claims and employment law	3(a)(c)	21
10. Responsibility for Information Resources	<b>Data entry, text processing, storage of data/take, transcribe formal minutes</b> Takes detailed notes of evidence in court, tribunals which may be used by others/takes and transcribes oral evidence for wider circulation	2(a)-3(a)	9-16
11. Responsibility for Research & Development	<b>Undertake surveys or audits, as necessary to own work</b> Undertakes surveys as necessary to own work	1	5
12. Freedom to Act	<b>Broad occupational policies/general policies, need to establish interpretation</b> Professionally responsible for own workload and works autonomously/works autonomously without access to higher internal legal authority	4-5	32-45
13. Physical Effort	<b>Occasional/frequent sitting or standing in a restricted position</b> Restricted positions when attending court or tribunal hearings	1-2(a)	3-7
14. Mental Effort	<b>Frequent prolonged concentration; occasional/frequent intense concentration</b> Reading legal documentation, case papers, note taking; conducting examination and cross examination of witnesses in court or tribunal for long periods	4(a)(b)-5	18-25
15. Emotional Effort	<b>Frequent distressing or emotional circumstances</b> Provides legal advice to NHS employees faced with difficult and distressing situations on a daily basis e.g. non-accidental injury to children, vulnerable adults, child abuse, substance abuse patients in persistent vegetative state, fatal accident inquiries	3(a)	18
16. Working Conditions	<b>Occasional/frequent use of road transportation</b> Use of road transport to attend hearing or to meet clients	1-2(c)	3-7
JE Score/Band		Band 8b-c	586 - 636