

## **11 SUPPORT SERVICES DEPARTMENT – LEGAL DIVISION – ESTABLISHMENT AND GRADING OF POSTS OF SENIOR SOLICITOR (AN497-2003)**

The Legal Division is headed by the Legal Manager to whom three Team Leaders report. Their Teams consist of a varying number of Solicitors and Administrative Assistants. As a result of an increasing complex workload in the Division, the Depute Chief Executive (Support Services) wishes to establish one post of Senior Solicitor in each Team to assist the Team Leader with the management of their Team and to deputise for them.

The Assistant Chief Executive (Management) recommends that to reflect the level of duties and responsibilities of these posts they should be graded PO 10-13 (£31,536 - £33,279 per annum). It is intended that these posts will be filled by inviting applications from and by interviewing existing staff. The previous posts of the successful candidates will be deleted from the establishment.

The total cost of this proposal is £8,409 in a full financial year and £2,803 in the current financial year. This will be met from the existing Support Services Department Revenue Budget.