

Recruitment Information Pack



SCOTTISH
FIRE AND RESCUE SERVICE
Working together for a safer Scotland

SENIOR SOLICITOR (COMMERCIAL)

VACANCY REF:	SFRS02796
CONTRACT STATUS:	Permanent
GRADE:	8
LOCATION:	SFRS HQ, Cambuslang, flexible/home working available
DEPARTMENT:	Governance and Compliance, Governance, Strategy and Change
SALARY:	£57,992 - £60,925
HOURS:	35
CLOSING DATE:	10 July 2026

The recruitment information pack is designed to provide you with as much information as possible, relevant to the role and the SFRS recruitment and selection process.

The SFRS is an equal opportunities employer and a Disability Confident Employer. As such our selection processes are designed to promote equality of opportunity for all. We will ensure all applicants that declare a disability and/or Specific Learning Difference (SpLD), who meet the essential criteria for the post, will be invited to attend for interview.

If you have any further questions, please contact the People Services Resourcing Team by email SFRS.PODVacancies@firescotland.gov.uk.



Blue Light Together

THE SCOTTISH FIRE AND RESCUE SERVICE

As a national organisation we deliver our front-line services locally across the 3 Service Delivery Areas (SDA's) in the North, East and West of Scotland. More information about the SDA's, including maps showing area coverage, can be found by clicking on the link detailed below:

[Service Delivery Areas](#)

As well as front-line Service Delivery roles, our uniformed roles can span into Directorate functions such as Response and Resilience, People and Organisational Development, Prevention and Protection.

Our high service standards have demanded an ever-increasing commitment to development and our uniformed colleagues continue to be amongst the best equipped and most highly trained in the world.

BENEFITS

A career in the SFRS is wide, varied and rewarding. As well as excellent learning opportunities, working with us you can expect:

- A rewarding, varied career
- A competitive salary and attractive pension scheme
- A range of excellent family friendly policies including those that promote a life/work balance
- Excellent training, development, and career progression opportunities
- Generous leave entitlement that increases with service
- A wide range of employee benefits available to you and your family including the Firefighters charity/Family Support Trust
- Access to Vivup for saving/discount schemes, including tax savings through our salary sacrifice schemes
- Access to gym facilities, health and wellbeing services and advice
- The potential to work in widely diverse workplaces and locations across Scotland
- To be a part of and contribute to a service that is committed to strengthening its place in communities and supporting public life and better outcomes for local communities.

By working together and delivering on the aims of reform, we will reduce the risk to our communities and make Scotland a safer place

SCOTTISH FIRE AND RESCUE SERVICE

JOB DESCRIPTION

JOB TITLE:	Senior Solicitor (Commercial)		
DEPARTMENT	Corporate Services	LOCATION	Cambuslang but open to consideration of other locations.
RESPONSIBLE TO:	Legal Services Manager	GRADE:	8
		JOB FAMILY:	Unique Post

N.B. Please note that whilst this job description is indicative of the nature and level of responsibilities associated with this role, it will be subject to change as the role evolves and the new structure for the SFRS becomes embedded.

This role is classified as politically restricted due to the range of duties and responsibilities required of the jobholder. This restriction applies to roles where the jobholder is regularly required to provide advice and guidance to any committee or sub-committee of the SFRS or to any joint committee on which the Service is represented and are able to influence the decision-making process. It also includes those jobholders who have contact with the media such as a person who, on a regular basis, speaks on behalf of the SFRS to journalists or broadcasters.

ROLE OVERVIEW

To be part of a small team responsible for the effective delivery of a comprehensive range of multi-disciplinary legal services to the Scottish Fire and Rescue Service. In particular to lead (jointly or solely) a small Commercial Team (Solicitors, Paralegals and Legal Assistants) in the specialist area of Commercial Law which would include Procurement, Contracts and Property and advise Senior Management, on high profile, high value, complex and sensitive legal issues. There will also be a requirement to support business as usual activity in other areas such as governance, compliance and statutory duties which include Data Protection, Human Rights and Equalities, Health and Safety, Fire Safety and Enforcement. The Senior Solicitor will deputise for the Legal Services Manager in terms of general Legal Services Team management as and when required.

KEY CONTACTS

- Legal Services Manager
- Head of Corporate Governance, Strategy and Performance
- SFRS Strategic Leadership Team and Senior Management Team
- All SFRS employees, in particular Procurement, Property, Finance and Information Governance teams
- Representative Bodies
- Registers of Scotland
- Insurers and SFRS Risk and Audit team
- Police Scotland
- Scottish Government

FUNCTIONAL RESPONSIBILITIES / KEY TASKS

- To be responsible for and ensure the effective delivery of commercial legal services by developing and executing policy and procedure for the provision of legal advice to the Scottish Fire and Rescue Service (SFRS) on complex, high value or/and high profile Commercial issues, and the execution of all associated types of legal work (Including Procurement, Contract and Property transactions)
- To advise on all types of commercial contracts and undertake legal drafting of various legal documents including (but not restricted to) complex commercial contracts, IT contracts, construction contracts and service level agreements, minutes of agreements, heads of terms, memorandums of understanding, non-disclosure agreements, leases, licences, deeds and various property related documents
- To provide expert advice in relation to all public procurement law requirements, including (but not limited to) providing legal advice and guidance during the procurement process on the route to market, preparation of the specification, advising on compliance during the user intelligent group meetings and developing the ITT, drafting tender documentation and providing advice in relation to risk of legal challenges and responding to legal challenges when raised
- To assist in all property related enquiries and property transactions
- Advise on intellectual property law including creation, protection and exploitation
- To assist with advice in relation to data protection questions, data breaches, data issues, data sharing agreements and freedom of information queries
- To undertake the review, revisions and development of SFRS policies and procedures
- To advise on organisational compliance with legislation and common law, best practice, British Standards, policies and procedures
- Horizon scanning, legal research and analysis which is tailored to take account of SFRS and Scottish Government policy and the organisational context, liaising with a range of stakeholders to ascertain the needs of SFRS
- To keep up to date with the relevant laws, in particular in the specialist field of Procurement, Contracts, Property and Data Protection law as it relates to SFRS and disseminate information to members/employees of the Service
- To work and support all departments in relation to all the commercial related legal work, including (but not limited to), the Procurement Team, the Property Team and all Project Managers, in a Business Support Partnership approach
- To supervise and lead (whether jointly or solely) the Commercial Team, by managing all casework and delegating as appropriate. Ensuring appropriate advice and representation is provided and all relevant transactional and other deadlines are met by the Team
- To undertake recruitment responsibilities, and to lead, develop and supervise the performance of employees within the Commercial Team
- When required by the Legal Services Manager to be responsible for line managing and undertaking appraisals for solicitors within the commercial team and the implementation of any necessary HR policies
- To contribute towards major SFRS project plans, attending meetings and working as part of any formed working groups, user intelligence groups, committees, projects or major projects, ensuring that appropriate legal scrutiny undertaken and legal timescales incorporated into project timelines, ensuring compliance with law and governance and ensuring all legal risks are fully considered, advised to the appropriate group and recorded within risk registers
- To collaboratively prepare or to solely prepare and present SFRS reports for approval via SFRS governance routes
- To undertake training requirements for the Legal Services team members, or wider within the organisation, on commercial related matters, including training on updates in laws and legal practice
- To ensure future litigation is minimised and mitigated by ensuring SFRS has an evidence-based decision-making approach in line with Policies, Procedures and statutory framework
- To instruct external lawyers where appropriate within specialised fields and to manage the day-to-day relationship with external lawyers on individual projects, managing and agreeing the fee

paid by SFRS for the advice, scrutinising invoices and providing feedback on the quality of the advice to ensure that the appropriate standard of legal advice to SFRS is maintained

- To build strong working relationships with all employees within the legal services team
- Work solely or collaboratively with other senior solicitors to develop a set of service standards and work processes, providing clear objectives and steps to take for undertaking and completing legal tasks, to ensure consistency, improve efficiency and achieve goals
- To liaise with Managers, Heads of Functions and Directorates of the Service as required, with responsibility for providing day-to-day professional support to all Client Departments, managing and prioritising requests for assistance and input
- To work collaboratively with SFRS departments and build good and effective working relationships
- To liaise with local authorities, Scottish Government, partner agencies and external organisations as appropriate and build effective working relationships with these stakeholders
- To be aware of, promote, comply with and carry out responsibilities appropriate to the role in terms of the Service's policies and procedures, in particular the Health & Safety Policy, the Equality provisions, the Code of Conduct, the Scheme of Delegations, the Standing Orders relating to Contracts and the Financial Regulations
- To undertake any other duties consistent with the role, as instructed by the Legal Services Manager or the Legal Services Manager's line management, including the Head of Corporate Governance, Strategy and Performance and Director of Strategic Planning, Performance and Communications
- To undertake all duties observing and preserving the confidential nature of the Service's business both at the time of dealing with the matter and thereafter
- Occasional travel to other SFRS offices and fire stations and other business or work premises within Scotland

This description is indicative of the nature and level of responsibilities associated with this job. It is not exhaustive and the jobholder will be required to undertake other duties and responsibilities commensurate with the role.

There is also a requirement to assist with other areas of legal work outwith the normal commercial area, as and when required, depending on Legal Services resources in order to assist meeting the organisation's needs.

ADDITIONAL INFORMATION

Essential Criteria

- Degree (LLB) in Scots Law or equivalent e.g. intra UK Transfer Test and Examinations
- Diploma in legal Practice or equivalent depending upon year of qualification (e.g. PEAT 1 and PEAT 2)
- Current Practising Certificate (unrestricted) issued by the Law Society of Scotland
- Minimum of 3 years Post Qualifying Experience, exceptions will be considered subject to proven track record in Commercial Law (Procurement, Contracts and Property law)
- Substantial Experience of: -
 - Procurement, Contracts and Property Law
 - General Commercial Law
 - Undertaking Legal Research and Statutory Interpretation
 - Providing Legal Advice on the application of Commercial Law (in particular Procurement, Contracts and Property law)
 - Commercial transactions (E.g. Contracts and Conveyancing)
- Knowledge and experience of Data Protection, Equalities and Human Rights Legislation

- Knowledge and experience of intellectual property, creation, protection and exploitation
- Experience of managing and/or supervising staff
- Knowledge of and experience of IT packages (i.e. Word, Excel and PowerPoint)
- Experience of advising senior management on high profile, high value, complex and sensitive legal issues
- Driving Licence

Desirable Criteria

- 5 years Post Qualifying Experience
- Recent legal training e.g. classes or CPD in the following subjects:
 - Procurement
 - Property and Conveyancing
 - Data Protection and Freedom of Information
 - Equalities and Human Rights
 - Health and Safety
 - Governance and Risk
 - Mediation qualification
- Preparing and delivering training/preparing articles for publication on legal topics
- Advising on Health and Safety
- Mediating in commercial or employment matters
- Enforcement and Regulatory work
- Report to COPFS

Post-Specific Criteria

- Requirement to travel throughout Scotland
- Requirement, on an ad hoc basis, to work outwith normal core hours for support staff

GENERAL RESPONSIBILITIES

- The post holder shall ensure that all duties of the post are undertaken in accordance with the Equality Act 2010, the Human Rights Act 1998, the SFRS's Code of Conduct, Dignity and Integrity at Work Policy and other policies designed to protect employees and service users from discrimination and harassment. It is the duty of the post holder to actively promote equalities, encourage a workplace culture of inclusivity and not to act in an unlawfully prejudicial or discriminatory manner towards employees or service users.
- To promote the health, safety and welfare of employees at work and of service users through the implementation of the Scottish Fire and Rescue Service's Health and Safety Policies in accordance with all relevant statutory requirements, leading by example.
- To protect the confidentiality at all times of customers, partner organisations, and other third parties, where applicable by ensuring that reporting employees comply with the organisation's Acceptable Use Policy and Procedure.

TERMS AND CONDITIONS

JOB TITLE	Senior Solicitor (Commercial) Governance, Strategy and Change
LOCATION	SFRS Headquarters, Westburn Drive, Clydesmill Industrial Estate, Cambuslang G72 7NA. Flexible/homeworking also available.
CONTRACT STATUS	Permanent

HOURS OF WORK

This is a full-time post working 35 hours per week.

The standard work pattern for support staff is as follows;

Monday – Thursday 0845 – 1645
Friday 0845 – 1530

There is a 45-minute unpaid lunch per day.

In order to maintain service delivery until 1645 on Fridays, your work pattern may be adjusted locally to provide this cover within your Directorate or Section. This arrangement is based on any rota applicable within your workplace.

PAY

The salary range for this role is £57,992 - £60,925.

Salary on appointment will normally be at the bottom point of the salary scale, with progression subject to regular review in line with the SFRS performance appraisal arrangements. A higher salary placing will be considered in exceptional circumstances subject to experience demonstrated.

Your salary will be paid monthly, directly into your bank account. Salaries are paid on the second last day of each calendar month unless this falls on the weekend, in which case it will be paid on the Friday.

PENSION

This post is pensionable.

His Majesty's Revenue & Customs have set limits on the tax relief on your pension. Where your pension entitlements increase and these exceed the tax relief limits set, you will have to pay tax on the excess. There are two thresholds to be aware of. One of which is known as the Annual Allowance (AA) which permits a maximum increase in the value of your pension in a given year. The other is the Lifetime Allowance (LTA) which limits the total value of your overall pension pot. If either of these thresholds is breached, this may lead to an increased tax liability.

Applicants seeking promotion should therefore recognise the potential for any substantial increase in pensionable pay to result in an additional tax liability.

The calculation of your pension pot is subject to a complex calculation that allows for factors specific to each employee to be taken into consideration. It is therefore not possible, or appropriate, for SFRS to issue you with advice on this. All applicants are advised to take the effects of the AA or the LTA into consideration when applying for promotion.

If you are concerned that you may exceed these limits if you are successful in applying for a promotion, it is strongly recommended that you seek independent financial advice in respect of the potential impact of this upon your personal financial position.

Advice on Pensions and Taxation can also be accessed through the following links:

[Tax on your Private Pension](#)

[Local Government Pension Scheme](#)

ANNUAL LEAVE

The standard annual leave entitlement for full time employees is 28 days, rising to 34 days after 5 years continuous service. Additional leave will commence in the leave year following completion of 5 years' service.

PUBLIC HOLIDAYS

There are 6 fixed public holidays, designated by the SFRS for support staff.

POLITICALLY RESTRICTED

This post has been determined as politically restricted. Employees who are in politically restricted posts are disqualified from becoming, or remaining as, a member of the Local Authority, the Scottish Parliament, the House of Commons, European Parliament or carrying out certain political activities. If you are involved in any of these areas and are successful in your application, please refer the matter to your line manager. You are entitled to advise any political group, either as to the work of the group or the work of SFRS and attend meetings of any political group. However, where you advise a political group on a particular matter, you should be available to advise other political groups on the same matter.

If you wish to appeal against the classification of your post as politically restricted then you may do so by raising this matter in writing to the Head of People, Communications and Engagement in the first instance. Should this matter not be resolved to your satisfaction then you may refer your appeal to the independent Adjudicator for Scotland, details of which can be obtained from the People department.

THE SELECTION PROCESS

APPLICATION

If you would like to apply for this post, please submit your CV and an accompanying cover letter outlining why you are suitable for this role, clearly demonstrating how you meet the essential criteria outlined in the Job Description.

SFRS evaluate candidate suitability for a role by assessing your knowledge, experience, and skills in relation to the criteria for the role.

You need to be clear and specific about your skills, qualifications and experience as only the most suitable applicants will be selected for interview based on the evidence provided at the application stage.

SHORTLISTING & INTERVIEW

Hiring Managers have autonomy to conduct selection processes and interviews for this role as they feel appropriate, linked to the needs/requirements of the role and how important our culture is within the Scottish Fire and Rescue Service. This may be competency-based and include a discussion on your CV and the role applied for. To help you perform at your best during our selection process, you should review the behaviours and expectations outlined in the Job Description and reflect on how you have demonstrated these in your previous roles. In particular, we encourage you to reflect on how your experience aligns with the Scottish Fire and Rescue Service values of Safety, Teamwork, Respect and Innovation in your day-to-day work as these values underpin everything we do and are central to effective performance within the Service. Preparing thoughtful, well-evidenced examples in advance will help you present yourself confidently and effectively throughout the selection process.

ROLE SPECIFIC ASSESSMENT

SFRS endeavors to identify and select the best candidate for each role and may use assessment tools e.g., Psychometric tests or practical exercises such as presentations or a written exercise, to offer further objective information about a candidate's suitability in relation to the role applied for.

As you progress through the selection process, you will receive more details about any tests or practical exercises you may be asked to complete.

OFFER

If successful we will issue an offer of appointment. The offer of appointment will be conditional and subject to the following pre-employment checks: -

→ Confirmation of Right to Work in the UK

In line with the Immigration, Asylum & Nationality Act 2006, all candidates applying for SFRS roles must be eligible to live and work in the UK. Documented evidence of eligibility will be requested from candidates as part of the selection process and will require to be checked and verified.

→ Medical

Candidates are either requested to attend a pre-employment medical examination or complete a pre-employment medical questionnaire; both are subject to approval from our Health and Wellbeing Team.

We expect high levels of attendance from our employees. As part of the medical process, we ask you to provide details of your attendance at work in the previous year. Absences of more than ten working days may be investigated further with due consideration given to the timescales and reasons for these absences.

→ Receipt of satisfactory references.

Please ensure your cover letter or CV includes details of two referees. We recommend that you obtain the approval of any individual whose details you share. If we do not receive references timeously this may affect your start date and appointment with SFRS.

The referees should be two individuals who have known you for at least 12 months and who know you in a work capacity or can comment on your ability to carry out the role applied for. At least one of these should be from your current employer, where possible, providing you have been employed with them for a period of at least 12 months prior to submitting your application. The referees should not be related to you in any way.

Referees will not be contacted unless a formal Offer of Employment is made.

→ Criminal Record Check

Depending on the nature of the post, it may be necessary to undertake a criminal record check. This may be a Level 1, Level 2, or PVG disclosure. SFRS will pay the required fees associated with the criminal record check.

Further information on the Disclosure process can be found at <https://www.mygov.scot/organisations/disclosure-scotland>

Should any of the above stages not be fully satisfied, the conditional offer of employment may be withdrawn or deferred for review of individual circumstances.

DISABILITY

SFRS is an equal opportunities employer and a Disability Confident Employer. As such our selection processes are designed to promote equality of opportunity for all. We will ensure all applicants that declare a disability and/or Specific Learning Difference (SpLD), who meet the essential criteria for the post, will be invited to attend for interview.

“Essential criteria” means you must meet the essential criteria as detailed in the advert and job description. This will be specific to each role and may include a minimum level of role/grade, relevant qualifications, skills or experience, essential to the role.

As part of the application, you will be given the opportunity to specify your disability/SpLD and outline any special requirements or reasonable adjustments you require.

DIVERSITY MONITORING

SFRS value diversity in our workplace and we would encourage everyone who has the necessary skills and experience to apply.

Information given on the diversity questionnaire will be treated in strict confidence and will be retained for monitoring purposes.

It will be kept separately from your application form and will not be made available to those involved in the selection decision.

CARE EXPERIENCED

‘Care Experienced’ includes anyone who has been or is currently in care or from a looked-after background at any stage of their life, no matter how short. This care may have been provided in one of many different settings such as in residential care, foster care, kinship care or looked after at home with a supervision requirement. Please complete our online questionnaire when applying for the post confirming if this applies to you.

As a corporate parent, SFRS have also introduced a Guaranteed Interview scheme for care experienced people. Irrespective of other criteria, such as age, the disclosure of a care experienced background would automatically move an applicant from application stage to interview stage where the candidate meets the essential criteria for the role.

KEEPING IN TOUCH

We aim to keep you up to date on the progress of your application. All communications will be sent to the e-mail address provided by you when you apply. Please ensure that you keep your personal details updated at all times and that you regularly check your e-mail account and spam folder.