



# JOB DESCRIPTION (JD) AND EMPLOYEE SPECIFICATION (ES)

Standard Template

<b>JOB TITLE:</b>	Solicitor, Social Care Team (Adults and Children)		
<b>GRADE:</b>	G11	<b>SERVICE AREA:</b>	Legal & Democratic Services
<b>JOB CODE:</b>	S1805b		
<b>REPORTS TO:</b>	Solicitor	<b>LOCATION:</b>	Council House
<b>SPECIAL CONDITIONS:</b>	Attendance at evening and other out of hours' meetings as required.		

## 1. Main purpose of the job role:

- To provide high quality, well researched legal advice to clients within agreed timescales.
- To represent the interests of the council in proceedings before the Family Courts, Court of Protection, High Court and other tribunals as required.
- To proactively support clients in areas of their work which have a legal dimension.

## 2. Role specific duties and accountabilities:

- To co-ordinate and progress a caseload of varying complexity consisting mainly of cases:
  - Under the provisions of the Mental Health Acts (1983 and 2007), Mental Capacity Act 2005, Care Act 2014 and the inherent jurisdiction of the High Court.
  - Under the Children Act 1989 and the Adoption and Children Act 2002.
- To keep relevant stakeholders informed of progress of the case, taking due regard of court dates, priorities, deadlines and quality standards.
- To manage the research, compilation and briefing/presentation process in relation to cases, including attendance at case conferences, panels and client meetings.
- To undertake advocacy in Magistrates Courts and County Courts (which may require portage of court bundles) including routine and contested hearings, for and on behalf of the Client Department, demonstrating robust negotiating skills and tenacity in the skills of advocacy. To undertake routine advocacy in the High Court. To attend advocates and professionals meetings.
- To undertake complex advocacy in major and lengthy hearings to include final disposals.
- To liaise with officers of the court, solicitors, barristers, and their staff, expert witnesses and professionals from other agencies and members of the public in the above cases. There may be an element of unwelcome/ inappropriate behaviour from members of the public when attending court.

- The post holder will be responsible for the regular portage and security of all files, folders and documents removed from council premises.
- To deal with correspondence, administration and communication in respect of the above matters.
- Taking the Local Authority role in initiating proceedings and working co-operatively with social workers, health and legal professionals, advocates from Age Concern etc and family to vulnerable adults.
- To provide legal advice on adult protection matters. Court of Protection, safeguarding advice, advice with regard to charging, having duty analysed the weight of the evidence in context of statute, case law, evidential rules and guidance both locally and from central government with support from colleagues as necessary.
- To prepare accurate and complete technical and specialist documentation as required.
- To participate in the provision of training for social care professionals at time of significant changes in legislation and court rules.
- To manage own time effectively and prioritise workload in order to meet court deadlines and client expectations.
- Administrative duties, for example use of computer, sending and receipt of email, faxing, photocopying, preparation and lodging of applications, collation of bundles as appropriate.
- Working with limited support and supervision.
- Resolving a range of legal problems as detailed above and in the wider area of Local Government Law and Practice, for example advice on asylum and immigration, no recourse to public funding matters and judicial reviews.
- Demonstrating a sound knowledge of the framework of Local Government and participating in individual performance management.
- Maintaining own self development on a continuous basis.
- To participate in team meetings and training sessions.
- Deputising for the Principal Solicitor (Social Care) as necessary.
- To deal at all times with the above in accordance with a solicitor/lawyer's duty to the court.
- To contribute to the service's achievement of quality standards.
- To ensure that output and quality of work is good and accords, where appropriate, with current regulations/legislation/constitution.
- To contribute to the process of evaluating Legal Services performance, processes and procedures and to the preparation, where appropriate, of the Business plan.
- To evaluate own working processes and identify effective and improved wording methods.

### **3. Corporate duties and accountabilities:**

- The post holder will comply with and promote the Council's Health, Wellbeing and Safety at Work policies and ensure these are implemented effectively within his/her areas of responsibility.
- Through personal commitment and clear action, the postholder will promote the Council's employment policies, with particular reference to diversity, equality of access and treatment in employment, service delivery and community involvement. To support/develop a working culture within these services that reflects the corporate vision.
- Ensure that the services provided aligned to the Council strategy, vision, aims, objectives, priorities and continuous improvement programme and play their part in achieving these. This includes compliance with Standing Orders, Financial Regulations, Code of Conduct and the Councils Policies and Procedures.
- This job description sets out a summary of the duties and accountabilities of the role. It is not intended to be exhaustive.



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Using the Job Description consider what essential behaviours, abilities and knowledge are required by a person to perform each of the main activities and accountabilities of the job safely and effectively.	Indicate when Assessment is possible: at Application form=A interview=I both=A/I test = T	<b>WEIGHT CODE</b> shows relative importance Low=1 Medium=2 High=3
<b>Behaviours:</b> <i>refer to corporate behaviours document</i>		
<b>Professionalism</b> - Actively seek ways to prevent over-complication or confusion of service delivery through innovation, being open to change and the removal of barriers including challenging negative behaviours.		3
<b>Leadership</b> - Leads by example, optimising those resources allocated, Communicates clearly taking account and welcoming feedback. Takes a positive and resilient approach to change understanding the longer-term vision of the Council and/or service areas.	Not Applicable	
<b>Accountability</b> - Adopt a 'can do' attitude in the work that I deliver taking accountability for my own performance and development and responsibility for my actions and decisions. I will demonstrate inclusivity and promote the values of diversity and equality.		3
<b>Transparency</b> - Work with others to reach a common goal; sharing information, supporting colleagues and searching out expertise and solutions from relevant partners and/or communities we serve.		3
<b>Ethical</b> - Aware of own impact on others through valuing openness, treating everyone with respect and listening carefully to understand the views of others in order to build trust.		3
<b>Abilities/Skills:</b> (refer to JE guidance document)		
Ability to work with minimal supervision as part of a results orientated team	A/I	3
Above average inter personal skills	I	3
Achievement centred	A/I	3
Ability to adapt quickly to new situations and working methods	A/I	3
Ability to work flexibly as part of a team	A/I	3
Ability to build and maintain influential working relationships with clients, external solicitors, professionals and the courts	I	3
Ability to analyse complex legal matters and think flexibly	A/I	3
Ability to provide legal advice in a clear, concise manner in a way that the client is able to understand	A/I	3
Ability to formulate and present concise oral and written arguments and evaluate evidence	A/I	3
Ability to demonstrate good drafting and negotiation skills	A/I	3
Ability to prioritise workloads and manage own time effectively	A/I	3
ICT ability to use packages such as Microsoft Office or equivalent and case management system	A/I	3

Flexible approach to hours to meet “out of hours” commitments	I	3
Capacity and willingness to deputise for Principal Solicitor as required	I	3
An awareness of, and commitment to, equality of opportunity	I	3
<b>Knowledge/Experience:</b> specify type, level and qualitative (not quantitative required); if any.		
Good generalist knowledge and understanding of contentious local government law	A/I	3
Good in depth knowledge and experience of family law, more specifically around vulnerable adults and children	A/I	3
Recent experience of working within local government or similar	A/I	2
Up to date working knowledge of issues facing local government	A/I	2
Experience of advocacy, including non-routine, complex and contested matters	A/I	3
Post qualification experience in the relevant field	A/I	2
<b>Qualification:</b> Specify any qualifications that are a minimum requirement, please include any equivalent qualifications that would be deemed acceptable or if this can be obtained through on the job experience.		
Admitted solicitor/barrister/legal executive with rights of high audience	S	
Good degree 2:2 or above	S	
Evidence of ongoing CPD and continuous professional development	A/I	2
<b>Other Essential Requirements</b>		
An awareness of, and commitment to, equality of opportunity	I	3
Awareness of, and commitment to, confidentiality and handling data	I	3
<b>Prepared by:</b>	Iqbal Javed	<b>Date:</b> 29.07.19