

**Job Description**

**Job Title:** Solicitor – Adult and Child Protection Team

**Salary Grade:** Grade 9

**SCP:** 43 - 47

**Job Family:** Organisational Support

**Job Profile:** OS 5

**Directorate:** Corporate Services

**Job Ref No:**

**Work Environment:** Civic Centre

**Reports to:** Senior Solicitor – Adult and Child Protection Team

**Number of Reports:** 0

**Purpose:**

To undertake child protection legal work, including carrying out research, providing advice, drafting documents and advocacy.

**Key Responsibilities:**

1. To conduct child protection proceedings (under the auspices of the Public Law Outline) and advise generally upon the conduct of each case.
2. To deal with correspondence relating to on-going proceedings or other correspondence received within the team.
3. To compile court bundles.
4. To draft instructions to and attend conferences with Counsel.
5. To undertake advocacy or attend Counsel at Court.
6. To keep up to date with new legislation and case law relevant to child protection law.
7. To carry out any other legal work as the exigencies of the Service dictate.

Prepared by : Julienne Collinson

Position : Assistant Head of Law and Governance

Dated : 02.12.16