**JOB DESCRIPTION**

**CHIEF EXECUTIVE’S DEPARTMENT**

**JOB TITLE:** SOLICITOR (ADULT SERVICES)

**DIVISION:** LEGAL SERVICES

**GRADE:** BAND 13

**RESPONSIBLE TO:** HEAD OF LEGAL SERVICES (PEOPLE)

**POST REFERENCE:**  SR-107019

**Purpose of Post**

To assist in the provision of advice and representation of the Council in Adult Social Care and related proceedings.

**Key Relationships**

* Chief Solicitor
* Head of Legal Services (People)
* Legal Services staff
* Child & Adult Services Managers
* Social Care staff
* Courts and Tribunals and related stakeholders

**Main Duties and Responsibilities**

1. Representation of the Council in all proceedings relating to adult social services, including arranging representation of the Council in superior courts in respect of relevant proceedings and the provision of advice to the Department of Child and Adult Services and any other relevant department of the Council in respect of legal matters relating to adult social care (including by way of example, corporate parenting, education, mental health) and related issues.

2. To represent the Chief Solicitor or Head of Legal Services (People) at such committees, sub-committees, working groups, consultative groups or other meetings relative to the care and safeguarding of children and vulnerable adults at which it may be appropriate that the Chief Solicitor or Head of Legal Services (People) be represented.

3. As directed by the Head of Legal Services (People) formulate, develop, and review policy and practice in the specialist area of service operation.

4. To extend the benefits of the post-holders qualifications and experience by the provision of such instruction, guidance, support and advice to junior members of staff, including trainees as may be necessary or desirable from time to time.

5. To support the Head of Legal Services (People) in the provision of a strategic, responsive and proactive service through the establishment and maintenance of effective working relationships with clients and stakeholders.

6. To undertake any other duties of a related nature which might reasonably be required and allocated by the Head of Legal Services (People).

Changes

Over time Council services change and develop. This can impact upon the main duties and responsibilities of the role, and subsequently the post holder, who will be required to adapt. Any changes will be appropriate to the grading of the post and will be made in discussion with the post holder.

Date: March 2017

**HARTLEPOOL BOROUGH COUNCIL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS. IF THIS POST IS SUBJECT TO SAFER RECRUITMENT MEASURES THEN A DISCLOSURE AND BARRING SERVICE (DBS) CHECK WILL BE REQUIRED.**