

**Job Description**

**Job Title:** Solicitor

**Salary Grade:** Grade 9

**SCP:** 43 - 47

**Job Family:** Organisational Support

**Job Profile:** OS 5

**Directorate:** Quality & Performance

**Job Ref No:**

**Work Environment:** Civic Centre

**Reports to:** Legal Manager

**Number of Reports:** 0

Your normal place of work will be at Civic Centre, Sunderland, but you may be required to work at any Company recognised workplace.

This position requires an Enhanced Disclosure and Barring Service (DBS) Check.

**Purpose:**

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

**Key Responsibilities:**

To conduct child protection proceedings (under the auspices of the Public Law Outline) and advise generally upon the conduct of each case.

To deal with correspondence relating to the on-going proceedings or other correspondence received within the team.

To compile court bundles.

To draft instructions to and attend conferences with Counsel.

To undertake advocacy or attend Counsel at Court.

To keep up to date with new legislation and case law relevant to child protection law.

To carry out any other legal work as the demands of the Service dictate.

To ensure professional practice is carried out to the highest standards.

**Statutory requirements:**

In line with the Together for Children’s Statutory Requirements, all employees should:

Comply with the principles and requirements of the Data Protection Act 1998 in relation to the management of Together for Children Sunderland’s records and information, and respect the privacy of personal information held by Together for Children Sunderland;

Comply with the principles and requirements of the Freedom in Information Act 2000;

Comply with the Together for Children Sunderland’s information security standards, and requirements for the management and handling of information;

Use information only for authorised purposes.

**Author:** Joanna Bonar

**Date:** May 2018

**Person Specification** 

**Job Title: Social Worker, Children With Disabilities Team**

**Role Profile reference: OS 5**

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| **Essential Requirements** | |
| **Qualifications:**   * Must be a qualified Solicitor with a valid practising certificate, preferably with a minimum of two years’ post qualification experience in the area of child protection law. * Evidence of continuous professional development. * Current driving licence and access to a car, or means to mobility support. | Application form Interview |
| **Experience of :**   * Taking action and making decisions in line with support plans, policies and procedures, being resourceful in the face of challenges. * Delivering high quality tailored legal advice and services to meet the needs and exceed expectations. * Preparing large amounts of information in order to draft Court documents and instructions to Counsel. * Confidently representing cases when required in Court proceedings. | Application Form Interview |
| **Ability to:**   * The ability to share information, obtain information and have dialogue with others, either in writing, in person or over the telephone. * Work effectively despite changes in law and procedures. * Be able to work effectively within a busy team environment, be helpful and co-operative with others ; * Manage priorities and work demands displaying initiative and creativity; * Effectively use a PC to write reports/assessments, record information or input data; * Be confident on challenging other professionals appropriately; * Be willing to lead by example and promote excellence; * Reliable and self-reliant and to seek guidance when appropriate; * Meet the travel requirements of the post; * Work outside of normal working hours to meet the needs of the service. | Application form Interview |
| Commitment to Equal opportunities | Interview |

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