

**Job Description**

**Job Title:** Senior Legal Assistant

**Salary Grade:** Grade 8 (£32,486 - £36,379)

**SCP:** 37-41

**Job Family:** Organisational Support

**Job Profile:** OS4

**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 act as a qualified legal executive to undertake child protection legal work.

**Key Responsibilities:**

To work closely with social workers to identify and advise on the most appropriate legal options in relation to child safeguarding in any particular instance.

**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**: Laura Johnstone

**Date**: August 2018



**Person Specification**

**Job Title: Senior Legal Assistant**

**Role Profile Reference: OS4**

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| **Essential Requirements**  |
| **Qualifications:*** Graduate Member of the Chartered Institute of Legal Executives with a minimum of two years’ PQE in the area of child protection legal work.
 | Application Form Interview |
| **Experience of :*** Negotiating/liaising with the other parties involved in proceedings on issues or queries raised throughout the duration of a court case
* Undertaking advocacy at interim court hearings in relation to the post-holder’s cases, and the cases of other colleagues in the Team
* Developing and maintaining strong working relationships with Children’s Social Care, and to work collaboratively with colleagues in that Directorate
* Working closely with social workers, in the main on ongoing cases, to ensure all required actions are completed on time
* Using judgement and analytical skills to provide key legal advice and input into child protection cases
* Working closely with social workers to identify and advise on the most appropriate legal options in relation to child safeguarding in any particular instance
* Effectively managing a workload of care proceedings together with private law cases
* Providing advice on options and constraints, and where applicable to determine the most appropriate solution
* Undertaking routine matters such as responding to straightforward correspondence and drafting documents independently, and to seek assistance when required on more complex issues which may arise during the course of care proceedings
* Drafting documents such as care proceedings and instructions to counsel which are of a high standard, and manage a varied and demanding workload
 | Application Form Interview |
| **Knowledge and understanding of:*** Child Protection legal work
 | Application Form Interview |
| **Ability to:*** Provide clear legal advice both verbally and in writing to Children’s Services in relation to child protection matters
* Provide written advice to Children’s Social Care on child protection matters, including the drafting of care and adoption proceedings, reviewing statements, dealing with correspondence and instructing counsel
* Share information and obtain information from others through written communication
* Listen to others to assess requirements in order to respond appropriately and efficiently
* Quickly identify the legal issues and devise suitable solutions
* Scrutinise statements provided by social workers in order to advise on their content, and also to scrutinise statements received from other parties to proceedings
* Able to assimilate a large amount of information in order to draft court documents and instructions to counsel
* Assist other colleagues in the Team, in particular the Legal Assistant in relation to any queries raised
* Remain calm and focused under pressure e.g. during court hearings or when a number of deadlines arise or new cases are referred at the same time
* Provide timely advice and responses to correspondence and prioritise a mixed workload appropriately
* Work closely and in collaboration with other members of the Team and colleagues in Children’s Services in order to provide comprehensive legal advice and support
* Monitor the inception of new legislation and case-law relevant to the post-holder’s area of practice
* Assist in maintaining statistical records in relation to the Team’s work
* Support the introduction of new ideas/technology or processes in order to improve service delivery
* Effectively use a PC to prepare documents, record information or input data.
 | Application Form Interview  |
| Commitment to Equal opportunities  | Interview |

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