

## **DARLINGTON BOROUGH COUNCIL**

### **LAW & GOVERNANCE**

#### **JOB DESCRIPTION**

<b><u>POST TITLE :</u></b>	Lawyer (People)
<b><u>GRADE :</u></b>	P
<b><u>JOB EVALUATION NO.</u></b>	A204
<b><u>REPORTING RELATIONSHIP</u></b>	The Principal Lawyer (People)
<b><u>JOB PURPOSE :</u></b>	<p>To act as a key member of the People Team, delivering legal services to the Council and external clients in relation to child care, education and schools, adult services, mental capacity, mental health, public interest immunity and criminal injuries applications.</p> <p>To assist in the management of staff within the People Team.</p> <p>To contribute to the overall management of Legal Services</p>
<b><u>POST NO.</u></b>	D10059
<b><u>PDR COMPETENCY FRAMEWORK</u></b>	Level 1 , Expected Competencies for all employees

#### **MAIN DUTIES/RESPONSIBILITIES**

1. To deal with a caseload of child care, education, mental health and adult services cases, working on such cases directly or with assistance from other members of the team. To deal with requests for advice and assistance in the areas set out in the job purpose.
2. To help the Principal Lawyer (People) with the establishment and maintenance of effective working relationships with key clients and stakeholders.
3. To support the Principal Lawyer (People) in providing a strategic and proactive legal service to the Council and external clients, within the People Teams remit, by seeking to anticipate issues and input early on to ideas, initiatives and projects.
4. To attend strategy meetings, planning meetings, child protection conferences, care planning meetings, reviews, Children Safeguarding Board, Corporate Parenting Committee and Adoption Panel.
5. To draft court applications (including emergency or interim applications and injunctions), prepare witness statements, deal with correspondence, brief and instruct counsel and other experts, negotiate with other parties, oversee the preparation of bundles and ensure cases are ready for final hearing.

6. To undertake the conduct of child care, adult and mental health litigation, attending and presenting cases before the family proceedings, county court and court of protection. To undertake the conduct of other hearings, including panels, tribunals and courts (subject to rights of audience). To instruct Counsel, where appropriate.
7. Advise and attend relevant Committees or Sub Committees (for example Scrutiny) consistent with the duties of the post.
8. To review draft reports that are referred, considering legal, policy, procedural and constitutional implications and to comment on and advise clients.
9. To write reports or make amendments to reports as may be necessary.
10. To devise and deliver appropriate training seminars and courses for staff, members, clients and others.
11. To undertake legal research as required.
12. To provide cover and support for colleagues dealing with public interest immunity casework.
13. To ensure that all matters within your care and conduct are properly and expeditiously progressed in accordance with best practice.
14. To ensure that you follow relevant policies, office procedures, quality and practice management standards.
15. To assist the Principal Lawyer (People) in the management of the People Team.
16. To train, delegate and allocate work to other members of the People Team.
17. To support members of the People Team in dealing with the more challenging aspects of their work by the appropriate level of involvement.
18. Ensure that you work in line with all the Council's policies and procedures and ensure that you are aware of your obligations under these.
19. Behave according to the Employees' Code of Conduct and ensure that you are aware of your obligations and responsibilities re. conflicts of interest, gifts, hospitality and other matters covered by the Code.
20. Carry out your role in line with the Council's Equality agenda.
21. To comply with health and safety policies, organisational statements and procedures, report any incidents / accidents/ hazards and take a pro-active approach to health and safety matters in order to protect yourself and others.
22. Any other duties commensurate with the grade of the post that may be required from time to time.
23. Darlington Borough Council and schools within the Borough are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.
24. This post is subject to a standard disclosure. The successful applicant will be subject to the relevant vetting checks before an offer of appointment is confirmed. Following appointment the employee will be subject to rechecking as required from time to time by the Council.

Date: July 2018

**DARLINGTON BOROUGH COUNCIL****LAWYER (PEOPLE)****LAW & GOVERNANCE****POST NO – D10059**

All appointments are subject to satisfactory references.

<b>Criteria No.</b>	<b>Attribute</b>	<b>Essential (E)</b>	<b>Desirable (D)</b>
	<b>Qualifications &amp; Education</b>		
<b>1</b>	Qualified Solicitor, Barrister or Legal Executive with current practising certificate and with rights of audience	<b>E</b>	
<b>2</b>	Degree level education		<b>D</b>
<b>3</b>	Member of the Law Society Children Panel		<b>D</b>
	<b>Experience &amp; Knowledge</b>		
<b>4</b>	Current and up to date knowledge of child care and / or adult protection law	<b>E</b>	
<b>5</b>	Recent experience of attending and presenting cases at courts, panels, hearings and tribunals	<b>E</b>	
<b>6</b>	Recent experience of interpreting legislation, case law, policy or procedures to give recommendations and advice	<b>E</b>	
<b>7</b>	Experience of effective negotiating to reach satisfactory outcomes	<b>E</b>	
<b>8</b>	Experience of working in local government		<b>D</b>
<b>9</b>	Recent experience of dealing with child care and / or adult protection law		<b>D</b>
<b>10</b>	Recent experience of dealing social services matters, including adults and mental health issues		<b>D</b>
<b>11</b>	Experience of dealing with education and schools issues including Tribunals		<b>D</b>
<b>12</b>	Knowledge private family law proceedings		<b>D</b>
	<b>Skills</b>		
<b>13</b>	Ability to listen and communicate both orally and in writing to a wide range of audiences (including ability to write clear and concise reports & presentations)	<b>E</b>	
<b>14</b>	IT Literate, capable of using MS office packages	<b>E</b>	
<b>15</b>	Ability to summarise and interpret complex and conceptual matters to aide others' understanding and aimed at their needs	<b>E</b>	
<b>16</b>	Ability to work as part of a team, sharing tasks and providing cover as necessary	<b>E</b>	

<b>17</b>	Ability to use appropriate styles and arguments to influence and negotiate satisfactory outcomes	<b>E</b>	
<b>18</b>	Able to prioritise workload and to plan and allocate tasks to meet deadlines	<b>E</b>	
<b>19</b>	Effective advocacy skills	<b>E</b>	
<b>20</b>	Ability to use initiative and make decisions outside immediate policy and procedure, and without reference to manager	<b>E</b>	
<b>21</b>	Ability to solve problems and make difficult (good call) judgments	<b>E</b>	
<b>22</b>	Ability to regularly give advice and guidance, including demonstrating duties, instructing and checking the work of others	<b>E</b>	
	<b>Personal Attributes</b>		
<b>23</b>	Ability to work under pressure	<b>E</b>	
<b>24</b>	Ability to inspire and to command respect and confidence.	<b>E</b>	
<b>25</b>	Able to deal with potentially difficult, challenging and confrontational situations.	<b>E</b>	
	<b>Special Requirements</b>		
<b>26</b>	To comply with current legal practice management standards, regarding file maintenance, time recording and so on	<b>E</b>	
<b>27</b>	To work outside office hours as required by the needs of the service	<b>E</b>	