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 | **POST TITLE:** | **SOLICITOR – CHILDREN, ADULTS AND HEALTH** |
| 1. **2.**
 | **POST NUMBER:**  | **LT5A,B,C,D,E,F,G** |
| 1. **3.**
 | **GRADE:**  | Grade 13*Job Evaluation Reference Number: A5305* |
|  | **LOCATION:** | Your normal place of work will be County Hall. However, you may be required to work at any council workplace within County Durham |

1. **RELEVANT TO THIS POST:**

**Flexible Working:** Subject to service needs the council’s flexible working policy is applicable to this post

**Politically Restricted:** The council has designated this as a politically restricted post in accordance with the requirements of Section 1(5) of the Local Government and Housing Act 1989 and by regulations made from time to time by the Secretary of State.

1. **ORGANISATIONAL RELATIONSHIPS:**

The post holder will be accountable to the Legal Manager CAS and Health.

1. **DESCRIPTION OF ROLE:**

Provision of a high quality legal service to the Council and the Officers within Adult and Children’s Social Services and Education.

1. **DUTIES AND RESPONSIBILITIES *SPECIFIC* TO THIS POST:**

Listed below are the responsibilities this role will be primarily responsible for:

* Responsibility for initiating and conducting care proceedings under the Children Act 1989 in all levels of Court, including instructing Counsel as appropriate.
* Advising on letters before proceedings under the Public Law Outline
* Providing advice on all other areas of childrens and adults legislation as necessary, including mental health, court of protection and the representations procedure.
* Providing advice and assistance in heath related matters
* Provision of legal and policy advice on education matters including dealing directly with schools, and advising admission and exclusion appeals.
* Carrying out investigations under the Members Code of Conduct.
* Attendance at and presentation of reports to Cabinet, Committees, Sub-Committees, Member and Officer working groups and outside bodies as appropriate.
* To assist in the general management of the team including attendance at team meetings.
* Assisting in the coordination, direction training and supervision of trainees, sponsored students and short term placements in the Section.
* Such other duties appropriate to the grade and general responsibilities of the post as assigned from time to time.

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by the Head of Service.

**9. COMMON DUTIES AND RESPONSIBILITIES:**

9.1 **Quality Assurance**

 To set, monitor and evaluate standards at individual, team performance and service quality so that the user and the Service’s requirements are met and that the highest standards are maintained.

To establish and monitor appropriate procedures to ensure that quality data are reported and used in decision making processes, and to demonstrate through behaviour and actions a firm commitment to data security and confidentiality as appropriate.

9.2 **Communication**

To establish and manage the team communications systems ensuring that the Service’s procedures, policies, strategies and objectives are effectively communicated to all team members.

9.3 **Professional Practice**

 To ensure that professional practice in the team is carried out to the highest standards and developed in line with the Service’s stated objectives of continual improvement in quality of its service to internal and external customers.

9.4 **Health and Safety**

Manage health and safety in their area of responsibility in accordance with the relevant section(s) of the corporate/service health and safety policy and to ensure that the health and safety policy, organisation arrangements and procedures as they relate to areas, activities and personnel under your control are understood, implemented and monitored

.9.5 **General Management (where applicable)**

To provide vision and leadership to staff within a specialist team, ensuring that effective systems are in place for workload allocation and management, the application of the Authority’s and the Service’s policies and procedures, including those relating to equality, supervision and appraisal and all aspects of their performance, personal development, health and welfare.

9.6 **Appraisal**

 All members of staff will receive appraisals and it is the responsibility of each member of staff to follow guidance on the appraisal process.

9.7 **Equality and Diversity**

 Manage health and safety in their area of responsibility in accordance with the relevant section(s) of the corporate/service health and safety policy and to ensure that the health and safety policy, organisation arrangements and procedures as they relate to areas, activities and personnel under your control are understood, implemented and monitored.

9.8 **Confidentiality**

 All members of staff are required to undertake that they will not divulge to anyone personal and/or confidential information to which they may have access during the course of their work.

All members of staff must be aware that they have explicit responsibility for the confidentiality and security of information received and imported in the course of work and using Council information assets. The Council has a Personal Information Security Policy in place.

9.9 **Induction**

The Council has in place an induction programme designed to help new employees to become effective in their roles and to find their way in the organisation.

Person Specification

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|  | **Essential** | **Desirable** | **Method of Assessment** |
| Qualification | * Qualified solicitor with current Practicing Certificate or qualified Barrister (will consider those about to qualify having completed all academic stages).
 |  | * Application form
* Selection Process
* Pre-employment checks
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| Experience | * Recent advocacy experience under the Children Act 1989 and/or knowledge of social services legislation which relates to adults.
 | * Knowledge and experience in advising in Education Law.
 | * Application form
* Selection Process
* Pre-employment checks
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| Skills/knowledge | * Good organisation and communication skills.
* The capacity to handle a heavy and complex workload.
* Ability to advise in new areas of law.
* Guidance and knowledge of relevant legislation, case law and good practice.
 | * ICT skills.
 | * Application form
* Selection Process
* Pre-employment checks
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| Personal Qualities | * Ability to work with minimum supervision in a busy environment as part of a team.
* Ability to make decisions upon issues which will have a substantial impact on the lives of children and adults.
* Access to a car or means of mobility support (if driving then must have a current valid driving licence and appropriate insurance).
* May be required to work outside of normal office hours.
 |  | * Application form
* Selection Process
* Pre-employment checks
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