

**Job Description**

**Job Title:** Solicitor

**Salary Grade:** Grade 9

**SCP:**  37-41

**Job Family:** Organisational Support

**Job Profile:** OS 5

**Directorate:** Quality & Performance

**Job Ref No:**

**Work Environment: Stanfield Centre**

**Reports to:** Legal Team Manager

**Number of Reports:** 0

1. **Purpose**

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

1. **Key Responsibilities**
2. To conduct child protection proceedings (under the auspices of the Public Law Outline) and advise upon the conduct of each case.
3. To hold a caseload of child care proceedings and other court proceedings, provide timely and accurate legal advice, draft legal documentation and correspondence as needed through attendance at meetings, provision of reports and implementing decisions in relation to child protection proceedings.
4. To deal with correspondence relating to the on-going proceedings or other correspondence received within the team.
5. To compile and deliver court bundles in line with court requirements.
6. To represent TFC at court as required in a professional capacity.
7. To keep up to date with new legislation and case law relevant to child protection law.
8. To provide support to the Legal Team Manager as and when required.
9. To assist in the coordination, supervision and mentoring of trainees and other new members of staff as needed.
10. To carry out any other legal work as the demands of the Service dictate.
11. To ensure professional practice is carried out to the highest standards to internal and external customers.
12. To carry out such other duties as may be allocated from time to time by the Service Manager – Legal and Business or the Director of Corporate and Commercial Services.
13. **Management Responsibilities**
14. None
15. **Additional Information/Other Requirements**
16. This post will be line managed by the Legal Team Manager.
17. The postholder will be required to be a qualified Solicitor, Barrister or Fellow of the Chartered Institute of Legal Executives (with litigation advocacy rights).
18. Other duties and responsibilities allocated which are appropriate to the grade of this post.
19. The post will be based within Together for Children’s Corporate and Commercial Services Directorate.
20. The post holder will be required to travel within and outwith the City as required to undertake the role.
21. The post holder will always act in accordance with TFC company values.
22. **PERSON SPECIFICATION**

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| **Essential Requirements** |  |
| **Qualifications**   * Qualified Solicitor/Barrister or Fellow of the Chartered Institute of Legal Executives (with litigation advocacy rights) with at least 2 year’s PQE. | Application Form/Interview |
| **Experience**  At least 2 year’s experience of:   * Post qualifying experience ideally relating to child protection legal work which must have included drafting all required documentation and attending court to undertake advocacy, including contested cases * Legal knowledge and understanding of legal principles, including PLO | Application Form/Interview |
| **Knowledge and Understanding**   * Children’s Act 1989 and Regulations made thereafter * Knowledge of Children’s Services | Application Form/Interview |
| **Skills**   * Effective delivery of high quality tailored legal advice and services that meet need. * Preparation of large amounts of information to draft Court documents and instructions to Counsel. * Confidence in representing cases when required in Court proceedings * Confidence in challenging other professionals appropriately; * Effective communication skills with proven experience in drafting various legal documentation. * Excellent self-management and prioritisation skills that ensures deadlines are met. * IT skills – able to effectively use a PC to prepare documents, record information or input data. * Excellent negotiation and strong partnership skills. * High level analytical skills with the ability to proactively solve problems and seek solutions to complex situations. * Problem solving and solution-focused. * Listening to others to assess requirements to respond appropriately and efficiently. * 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 an effective team player within a busy team environment. * Manage priorities and work demands displaying initiative and creativity. * Leading by example and promote excellence; * Reliable and self-reliant, seeking guidance when appropriate. | Application Form/Interview |
| **Abilities**   * Able to meet the travel requirements of the post. * Able to work outside of normal office hours to meet the needs of the service. * Able to delight customers, deliver high quality tailored services to meet needs and exceed expectations. * Able to seek and consider the views of others in setting and deciding plans, activities and progress. * Able to work at a fast pace, coping well with higher levels of workload. * Able to be creative in working through problems and making decisions. * Acting and making decisions in line with support plans, policies and procedures. | Application Form/Interview |
| Commitment to Equal Opportunities | Application Form |
| **Behaviours and Values**   * Able to always act in accordance with TFC Company values:   + Child centred   + Transparent   + Respectful   + Creative * To remain calm, resourceful and professional in the face of challenge * Demonstrate resilience in the face of competing priorities | Application Form/Interview |

**F. Statutory Requirements**

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

Comply with the principles and requirements of the General Data Protection Regulation (GDPR) 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.

The postholder must carry out his or her duties with full regard to Together for Children Equal Opportunities Policy, Code of Conduct and all other policies.

The postholder must comply with Together for Children Health & Safety rules and regulations and with Health & Safety legislation

**Author:** Sharon Clutton-Dowell

**Date:** July 2019