

**JOB DESCRIPTION**

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| **Post Title:** |  | Chartered Legal Executive/Barrister/ Solicitor (Welfare) |
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| **Grade and Salary Scale:** |  | L – N SCP 31 – 39 |
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| **Department and Service:** |  | Legal and Democratic Services – Legal and Governance Services |
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| **Responsible To:** |  | Principal Solicitor, People Group |
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| **Post Ref:** |  | R0000884 |

**Purpose of the Post:**

Under the direction of the Principal Solicitor, to carry out such legal and administrative duties as necessary to provide competent and professional legal advice and services in connection with the Council’s Welfare activities.

**Duties and Responsibilities:**

1. To support and assist the Principal Solicitor in the following areas:

* To advise on all aspects of welfare work relating to children and adults with minimum supervision
* To conduct advocacy on behalf of the Council at all levels permitted
* To advise on, and respond to, welfare related Judicial Reviews; and
* Such other matters and work as may from time to time be required

1. To draft appropriate legal documentation.
2. To professionally represent Legal Services in meetings, courts, inquiries and appeals as appropriate.
3. To provide cover and support for the Solicitors, Barristers and Legal Executives, as required by the Principal Solicitor.
4. To undertake legal research and electoral duties as required.
5. To undertake such personal training as may be deemed necessary to meet the duties and responsibilities of the post, and to assist in the training and development of other staff.

**Corporate Responsibilities:**

* We will make every reasonable effort to supply the necessary employment aids, equipment or adaptations to enable employees to perform the full duties of the job in accordance with the Equality Act 2010 where a post holder is disabled.
* You will:
  + Demonstrate a commitment to the principles of equality of opportunity and fairness of treatment in relation to employment issues and service delivery.
  + Respect all confidentialities and principles and practices of the Data Protection Act.
  + Comply with Health and Safety policies and legislation.
  + Be committed to continuous personal development, including Middlesbrough learns.
  + Demonstrate a commitment to the safeguarding of children and vulnerable adults, highlighting any areas of concern with the appropriate service and adhering to the policies of the Council relating to these issues.
* The above duties and responsibilities cannot totally encompass or define all tasks which may be required. The outlined duties and responsibilities may, therefore, vary from time to time without materially changing either the character or level of responsibility: these factors are reflected in the post.



PERSON SPECIFICATION

For the purposes of recruitment and selection, you will be assessed against Our Values and the criterion which are marked as Essential / Desirable in the Qualifications and Knowledge & Experience section.

**Our Values**

Our Values are a critical element of our strategy to create a brighter future for Middlesbrough. They will be at the heart of everything we do and will be the foundation for how we operate, behave and make decisions. Having these values will help you be the best you can be and help Middlesbrough to grow and thrive.

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| **PASSIONATE about Middlesbrough**   * Believe in Middlesbrough * Be proud to work for the Council * Have a ‘can do’ attitude |

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| **INTEGRITY at our heart**   * To be open, honest and transparent * Communicate well with others * Treat others with respect |

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| **CREATIVE in our thinking**   * Always look to improve * Find solutions to problems * Positive to change |

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| **COLLABORATIVE in our approach**   * Engage and consult with others * Seek feedback from others * Understand the needs of others |

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| **FOCUSSED on what matters**   * Understand the Council’s and my own priorities * Put the customer first * Deliver against expectation |

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|  | **Essential**  **X** | **Desirable**  **X** |
| **QUALIFICATIONS** |  |  |
| 1. Qualified Solicitor, Barrister or Chartered Legal Executive. | **X** |  |
| **KNOWLEDGE & EXPERIENCE** |  |  |
| 1. Experience of complex children’s welfare matters. | **X** |  |
| 1. Commitment to develop knowledge in other areas of commercial activity. | **X** |  |
| 1. Computer literate with experience of time recording and case management systems | **X** |  |
| 1. Experience of prioritising and managing own workload. | **X** |  |
| 1. Experience of successful collaboration across a wide base of clients and customers. | **X** |  |
| 1. Enhanced interpersonal skills. | **X** |  |
| 1. Application of critical thinking and resolving complex problems. | **X** |  |
| 1. Ability to apply creative skills to develop innovative solutions. | **X** |  |
| 1. Experience of professional representation. | **X** |  |