

**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

Your normal place of work will be at the Stanfield Centre followed by the new City Hall, but you may be required to work at any Company recognised workplace.

This position requires an Enhanced Disclosure and Barring Service (DBS) Check.

1. **Purpose**

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

1. **Key Responsibilities**

To conduct child protection proceedings (under the auspices of the Public Law Outline) and advise upon the conduct of each case.

To hold a caseload of childcare 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.

To deal with correspondence relating to the on-going proceedings or other correspondence received within the team.

To compile and deliver court bundles in line with court requirements.

To represent TFC at court as required in a professional capacity.

To keep up to date with new legislation and case law relevant to child protection law.

To provide support to the Legal Team Manager as and when required.

To assist in the coordination, supervision and mentoring of trainees and other new members of staff as needed.

To carry out any other legal work as the demands of the Service dictate.

To ensure professional practice is carried out to the highest standards to internal and external customers.

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.

**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 2020



**PERSON SPECIFICATION**

**SOLICITOR**

**ROLE PROFILE – OS5**

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| **Essential Requirements** |  |
| **Qualifications**   * Qualified Solicitor/Barrister or Fellow of the Chartered Institute of Legal Executives (with litigation advocacy rights). | Application Form/Interview |
| **Experience of:**   * Some post qualifying experience legal work which must have included drafting all required documentation and attending court to undertake advocacy, including contested cases. | Application Form/Interview |
| **Knowledge and Understanding**   * The ability to understand the Children’s Act 1989 and Regulations made thereafter. * The ability to acquire knowledge of Children’s Services. | Application Form/Interview |
| **Ability to:**   * Work effectively within the law and procedures. * Analysis and prepare of large amounts of information to draft Court documents and instructions to Counsel. * Communicate and listen effectively and with confidence in representing cases, and in challenging other professionals appropriately. * Negotiate and demonstrate strong partnership/team working skills. * Problem solve and be solution-focused. * Meet the travel requirements of the post. * Self-manage and on occasion to work outside of normal office hours to meet the needs of the service. | Interview |
| Commitment to Equal Opportunities | Interview |