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| **Job Description** |
| **Post title** | **Lawyer (Children, Adults & Health)** |
| **JE Reference No** | A5305 |
| **Grade** | Grade 13 |
| **Service** | Resources  |
| **Service Area** | Legal and Democratic Services |
| **Reporting to** | Senior Lawyer (Children, Adults & Health) |
| **Location** | Your normal place of work will County Hall, but you may be required to work at any Council workplace within County Durham. |
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| **DBS** | This post is not subject to a disclosure. |
| **Flexitime** | This post is eligible for flexitime. |
| **Politically restricted** | This post is designated 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. |

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| **Description of role** |

Provision of a high quality legal service to the Council and the Officers within Adult Services and Children and Young Peoples Services

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| **Duties and responsibilities** |

To support and assist the Senior Lawyer and be responsible for conducting matters in the following areas:

* Advising on, issuing and responding to applications to the Court of Protection
* Providing advice on all other areas of childrens and adults legislation as necessary, including mental health, mental capacity and the Care Act.
* To undertake high quality advocacy, representing the Council before courts and tribunals.
* To draft legal documentation, appropriate with the nature and grading of the post.
* Responsibility for initiating and conducting care proceedings under the Children Act 1989 in all levels of Court, including instructing Counsel as appropriate.
* Advising on pre- proceedings under the Public Law Outline
* To undertake all work assigned to them in a competent and professional manner.
* Carrying out investigations under the Members Code of Conduct.
* Attendance at and presentation of reports to formal and informal meetings including: Cabinet, Committees, Sub-Committees, Member and Officer working groups and outside bodies as appropriate.
* To provide cover and support for other team members, as required by the Senior Lawyer.
* To undertake legal research as and when required.
* 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.
* To provide basic front-line supervision of, and internal advice and guidance, to junior staff within the team.

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.

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| **Organisational responsibilities** |

* **Values and behaviours**

To demonstrate and be a role model for the council’s values and behaviours to promote and encourage positive behaviours, enhancing the quality and integrity of the services we provide.

* **Smarter working, transformation and design principles**

To seek new and innovative ideas to work smarter, irrespective of job role, and to be creative, innovative and empowered. Understand the operational impact of transformational change and service design principles to support new ways of working and to meet customer needs.

* **Communication**

To communicate effectively with our customers, managers, peers and partners and to work collaboratively to provide the best possible public service. Communication between teams, services and partner organisations is imperative in providing the best possible service to our public.

* **Health, Safety and Wellbeing**

To take responsibility for health, safety and wellbeing in accordance with the council’s Health and Safety policy and procedures.

* **Equality and diversity**

To promote a society that gives everyone an equal chance to learn, work and live, free from discrimination and prejudice and ensure our commitment is put into practice. All employees are responsible for eliminating unfair and unlawful discrimination in everything that they do.

* **Confidentiality**

To work in a way that does not divulge personal and/or confidential information and follow the council’s policies and procedures in relation to data protection and security of information.

* **Climate Change**

To contribute to our corporate responsibility in relation to climate change by considering and limiting the carbon impact of activities during the course of your work, wherever possible.

* **Performance management**

To promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. Contribute to the council’s Performance and Development Review processes to ensure continuous learning and improvement and to increase organisational performance.

* **Quality assurance (for applicable posts)**

To set, monitor and evaluate standards at individual, team and service level so that the highest standards of service are delivered and maintained. Use data, where appropriate, to enhance the quality of service provision and support decision making processes.

* **Management and leadership (for applicable posts)**

To provide vision and leadership to inspire and empower all employees so they can reach their full potential and contribute to the council’s values and behaviours. Managers and leaders must engage in personal development to ensure they are equipped to lead transformational change; always searching for better ways to do things differently to meet organisational changes and service priorities.

* **Financial management (for applicable posts)**

To manage a designated budget, ensuring that the service achieves value for money in all circumstances through the monitoring of expenditure and the early identification of any financial irregularity.

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| Person specification |
|  | Essential | Desirable |
| Qualifications | Qualified Solicitor, Barrister or CILEx Litigator and Chartered Legal Executive Advocate (Family Open Court) with current practising certificate (will consider those about to qualify having completed all academic stages). |  |
| Experience | Substantial experience in relevant areas, including experience of advocacy. | Experience of working in Local GovernmentExperience of the supervision of junior staffExperience of using electronic case management systems. |
| Skills & Knowledge | Knowledge of relevant legislation and case law and good practice.Effective user of ICT including Microsoft Office products.Ability to advise in new areas of law.Good organisation and communication skills. |  |
| Personal Qualities | Capacity to handle a heavy workload and work effectively under pressure.Flexible and adaptable approach to work demands.High quality inter-personal and team skills.Enthusiasm, determination and the drive to achieve results.May be required to work outside of normal office hours. |  |