

Job Profile

Position Details	
Post	Senior Lawyer (Adults Social Care)
Service Area	Corporate Governance / Legal Services / Social Care and Contracts / Social Care
Reports to	Principal Lawyer
Grade	PO6-PO7
Job Family	To be completed by HR

Role Purpose
<p>To provide specialist legal advice, and put into legal effect the instructions of the Council in such a way as to provide the Council with an excellent and continuously improving legal service to enable it to fulfil its overarching vision of building a stronger Haringey together in accordance with the Council's priorities.</p> <p>To contribute to the work of Corporate Legal Services by providing legal advice and assistance and advocacy as required</p>

Main Responsibilities
<ol style="list-style-type: none"> 1. Manage a full and varied caseload of legal matters with an emphasis on adult care and support, incapacitated adult and welfare decisions, adult safeguarding, service provision disputes and judicial reviews (children and adults). Also, providing legal advice to colleagues within the Council and its Partners on the law and practice to enable the Council to discharge its functions legally and effectively 2. To deliver complex specialist advice on legal matters, in particular, on adult social care and judicial review matters with minimum supervision 3. To evaluate and advise on all aspects of legal matters in a variety of forums 4. To represent the Council in applications before Court of Protection and Administrative Court and instructing Counsel as required 5. To make use of the updating materials provided by the Service, eg electronic products, journals etc. to ensure that they are conversant with the most current law in their area of work to enable them to give effective and efficient legal advice 6. To conduct all work in accordance with practice management standards laid down by the Law Society (Lexcel) and all other departmental and corporate performance standards in order to maintain a standard of excellence 7. To provide advice and support to the Council's Partners and stakeholders 8. To advise Elected Members where appropriate and attending the Executive, Committees and Sub-Committees and providing reports as required 9. To contribute to the development of the Legal Service through identifying opportunities for improvement and supporting, motivating and coaching colleagues within the Legal Service

and to assist with the supervision of lawyers in the team including file reviews and induction

10. To build and maintain credible professional relationships with Council colleagues and external Partners and stakeholders
11. To contribute to the Legal Service Business Planning process
12. To cover the workload of colleagues as required and contribute to the recruitment and training of new members of staff to ensure a seamless service provision to the Council
13. To provide training in conjunction with other team members, to other members of the Service and the Council and its partners, to ensure that they are kept up to date and are acting in accordance with the law
14. To report to the Assistant Director of Corporate Governance any evidence of illegality or procedural default within the Council to enable the matter to be investigated by the Monitoring Officer
15. To assist the Legal Service to achieve the goals set out in its Business Plan including participating in projects to ensure the continuous improvement of the Service.

Generic Responsibilities

1. Understanding, knowledge and ability to follow guidelines that ensures compliance with Health and Safety at Work, Data Protection and other statutory requirements.
2. Understanding and commitment to promoting and implementing the Council's Equal Opportunities policies.
3. Knowledge and experience of using IT.
4. To undertake any other temporary responsibilities aligned with the overall purpose and grade of the role.

Knowledge, Qualifications, Skills and Experience	Essential or Desirable
<ul style="list-style-type: none"> • At least 5 years post qualification experience of working in legal practice conducting a mixed caseload consisting of adult care and support, incapacitated adult and welfare decisions, adult safeguarding, service provision disputes and judicial reviews (children and adults) 	E
<ul style="list-style-type: none"> • Post qualification experience of advising and conducting judicial review litigation relating to service provision disputes under the Children Act 1989 and Care Act 2014 	E
<ul style="list-style-type: none"> • Experience of advocacy in the Court of Protection and Administrative Court 	D
<ul style="list-style-type: none"> • Experience of attendance at, and advising, committees 	D
<ul style="list-style-type: none"> • Experience of supervision of staff 	D
<ul style="list-style-type: none"> • Experience of delivering legal advice in a partnering environment 	D

<ul style="list-style-type: none"> • Experience of contributing to the design and implementation of business planning and strategy development in a legal environment • Ability to attend some evening meetings • A Solicitor, Barrister, Fellow of the Chartered Institute of Legal Executives • The ability to communicate orally and in writing clearly and precisely • The ability to work on own initiative and with minimum supervision • The ability to work objectively, calmly and efficiently under pressure • The ability to contribute to the work of a team, and to work well with both legal and support staff, clients and consultants • The ability to deliver excellent specialist advice in adult social care • Proven skill in working successfully in a political environment, and an understanding of its implications for the provision of Legal Services • Organisational ability in dealing with priorities and managing time • Understanding of, and ability to manage, risk in the public sector • The ability to develop and maintain effective professional relationships with a wide range of stakeholders • The ability to support, motivate and develop colleagues • Good research skills • Commitment to the role • A willingness to work flexibly, and to adapt to a changing environment (Essential) • Able to use Microsoft Word packages and a computerised case management system – Visualfiles or other equivalent • An appreciation of the needs of the communities of a deprived inner city urban area (Essential) 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>E</p>
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Main Contacts & Other Information	
<p><u>Main Contacts:</u></p> <ol style="list-style-type: none"> 1. Senior Managers (Chief Executive, Chief Officers, Assistant Directors; Service Managers and Heads of Service) 2. Members of the Council 3. The Legal Service and other officers in service Units 4. External partners, to include Counsel; legal firms working for / with the Council; courts and tribunals; experts working for / with the Council; Homes for Haringey <p><u>Other Information:</u></p>	

This position requires the postholder to undergo a DBS (Disclosure and Barring Service) check.

Progression from Scale PO6 to PO7 will require the postholder to fulfil all of the duties listed above and

- To deliver advice on complex legal matters with minimum supervision.
- To support individual development through coaching and mentoring.
- To work collaboratively and flexibly, enable work to be organised so as to achieve successful outcomes for the team and Service as a whole.
- To deliver advice on a range of specialisms in more than one area or in an area of particular significance to the Council.
- To contribute to the strategic development of the Service.
- To undertake regular supervision and contribute to the appraisal process.
- To advise, motivate, guide and train less experienced staff.

Organisational Structure

Please provide organisation structure chart.

Additional Information

Please complete the additional information as fully as you can.

Supervision / Management of People				
Please indicate which group best describes the total number of staff the post holder is responsible for:				
None	Up to 5 staff	6 to 15 staff	16 to 49 staff	50 plus staff
	✓			
Are the staff based at the same work location?				Yes
Will the post holder be responsible for contract / agency / project staff?				Yes

In the normal course of their duties would it be reasonable to expect the job holder to undertake, or be involved in, any of the following on a regular basis.

If Yes, please provide an estimate of the % of their working day this involves.

Work Environment					
Activity	Yes/No	% of working day	Activity	Yes/No	% of working day
Office duties.	Yes		Use of a computer.	Yes	
Audio typing.	No		Crisis or conflict situations.	No	
Walking more than a mile.	No		Manual handling.	No	
Working alone or in isolation.	Yes	20%	Working in confined spaces.	No	
Driving a car, van or minibus.	No		Preparing or serving food.	No	
Exposure to infectious diseases, e.g. Tuberculosis (TB) or Hepatitis B.	No		Working in awkward positions, e.g. stooping, bending, reaching.	No	
Exposure to substances hazardous to health, including lead, asbestos or radioactive substances.	No		Operating heavy or hazardous machinery including forklifts, diggers or cranes.	No	
Regular and repetitive movements.	No		Working shifts / unsocial hours, nights.	No	
Outdoor work involving uneven surfaces.	No		Standing or sitting for prolonged periods.	No	

Activity	Yes/No	% of working day	Activity	Yes/No	% of working day
Working shifts / unsocial hours / nights.	No		Working at heights / on ladders, roof work.	No	
Teaching, or responsibility for, children.	No		Outdoor work involving extremes of temperature.	No	
Electrical hazards.	No		Control and restraint.	No	

Resources – identify & list personal and identifiable accountability for physical and financial resources including those of clients:

Team Oyster card when in use

Cash/Financial Resources - Is the post personally and identifiably accountable for the accurate handling / security of cash and cheques? If yes, specify the average amount controlled at any one time and the nature of the accountability:

Plant/Equipment - is the post personally accountable for the proper use / safekeeping of plant / equipment? If yes, please indicate the type(s) of plant/equipment and the nature of the accountability:

Laptop

Stocks/Materials - Is the post personally accountable for materials / items of stock? If yes, please indicate the type and approximate value and the nature of accountability:

Data Systems - is the post personally accountable for the use, manipulation and safekeeping of data systems whether manual or computerised? If yes please indicate the type of system(s) and the nature of the accountability, whilst explaining the importance of the data systems to the Council's operations:

Appropriate use of case management system

Buildings - Is the post personally accountable for the proper use and safekeeping of buildings? If yes please indicate the type of building(s) concerned and the nature of the accountability: