

# Job Profile

| Position Details |   |
|------------------|---|
| Post             | Lawyer ( Social Care)   |
| Service Area     | Corporate Governance / Legal Services / Social Care and Contracts / Social Care |
| Reports to       | Principal Lawyer  |
| Grade            | PO4-PO5   |
| Job Family       | To be completed by HR   |

| Role Purpose   |
|--|
| <p>To provide 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 the Council to fulfil its vision in accordance with Council values.</p> <p>To contribute to the work of Corporate Legal Services by providing legal advice and assistance and advocacy as required</p> |

| Main Responsibilities  |
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| <ol style="list-style-type: none"> <li>1. Manage a full and varied caseload of care, advice and related matters as required, including giving legal advice to colleagues within the Council on the law and practice to enable the Council to discharge its functions legally and effectively.</li> <li>2. To cover the workload of colleagues as required and contribute to the training and support of new members of staff to ensure a seamless service provision to the Council</li> <li>3. To represent the Council in applications before the Single Family Court instructing Counsel as required</li> <li>4. To make use of the updating materials provided by the Service, eg electronic products and journals ensuring conversance with the most current law in relevant practice area of work to underpin effective and efficient legal advice</li> <li>5. 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</li> <li>6. To provide advice and support to the Council's Partners and stakeholders</li> <li>7. To advise Elected Members where appropriate and attending the Executive, Committees and Sub-Committees and providing reports as required.</li> <li>8. To contribute to the development of the Legal Service through identifying opportunities for improvement and to assist in achieving the goals set out in its Business Plan including participating in projects to ensure the continuous improvement of the Service.</li> <li>9. 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</li> </ol> |

acting in accordance with the law

10. To report to the Assistant Director of Corporate Governance and the Assistant Head of Legal Services and Deputy Monitoring Officer any evidence of illegality or procedural default within the Council to enable the matter to be investigated by the Monitoring Officer.

#### 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"> <li>• Experience of conducting a mixed caseload of the full range of care and advice and work including experience of pre proceedings work.</li> </ul>  | E                      |
| <ul style="list-style-type: none"> <li>• Experience of advising in respect of Judicial Reviews pertaining to challenges to service provision under the Children Act 1989.</li> </ul>   | D                      |
| <ul style="list-style-type: none"> <li>• Experience of advocacy in the family court</li> </ul>   | D                      |
| <ul style="list-style-type: none"> <li>• Proficient in the use of MS Office applications.</li> </ul>   | E                      |
| <ul style="list-style-type: none"> <li>• Qualified Solicitor, Barrister or ILEX equivalent</li> </ul>  | E                      |
| <ul style="list-style-type: none"> <li>• Ability to communicate orally and in writing accurately clearly and precisely</li> </ul>  | E                      |
| <ul style="list-style-type: none"> <li>• Good organizational skills – able to plan and manage own time and workload effectively ensuring that deadlines and timescales are met while maintaining accuracy and attention to detail.</li> </ul>  | E                      |
| <ul style="list-style-type: none"> <li>• Ability to work objectively, calmly and efficiently under pressure.</li> </ul>  | E                      |
| <ul style="list-style-type: none"> <li>• Ability to contribute to and work well within the legal services team. Commitment to personal development and willingness to support the development and improvement of the legal service and to work flexibly adapting to a changing environment. Ability to develop and maintain effective professional relationships with a wide range of stakeholders.</li> </ul> | E                      |
| <ul style="list-style-type: none"> <li>• Understanding of the political environment and it's implications for the provision of legal services and ability to manage risk in the public sector.</li> </ul>  | E                      |
| <ul style="list-style-type: none"> <li>• Commitment to equalities in employment and service provision and understanding of the Council's policy on equalities and diversity.</li> </ul>  | E                      |

|  |   |
|--|---|
| <ul style="list-style-type: none"> <li>• An appreciation of the needs of a diverse urban community.</li> <li>• Visit a range of locations within and outside the Borough, attend meetings which may occur outside of the normal working day and work outside of normal office hours on occasions.</li> </ul> | D |
|--|---|

| Main Contacts & Other Information  |
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| <p><u>Main Contacts:</u></p> <ol style="list-style-type: none"> <li>1. Children’s Services</li> <li>2. Adult Social Services</li> </ol> <p><u>Other Information:</u></p> <p>This position requires the postholder to undergo a DBS (Disclosure and Barring Service) check.</p> <p>Progression from PO4 to PO5 will require the postholder to fulfil all the duties listed above and in addition, be self motivated, work with minimal supervision, and work to the following higher standards:</p> <ul style="list-style-type: none"> <li>• To evidence significant specialist knowledge in a particular area, and to deliver effective advice on complex cases before courts, tribunals, committees or sub-committees</li> <li>• To improve the performance and reputation of the Legal Service in terms of process, advice and relationships</li> <li>• To advise, motivate, guide and train less experienced staff</li> </ul> |

| Organisational Structure                     |
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| 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?   |               |               |                | N/A           |
| Will the post holder be responsible for contract / agency / project staff?                               |               |               |                | N/A           |

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    | 100%             | Use of a computer.   | Yes    | 90%              |
| 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.                                     | Yes    | 60%              |

| 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:**

No

**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:**

No

**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:**

No