

Job Description and Person Specification

Job title:	Lawyer – Children
Directorate:	Resources
Service:	Strategy & Governance Department
Team:	Legal and Democratic
Post number:	05478
Salary grade:	K-J
Work location:	Market Street
Reports to:	Principal Lawyer (Regulation and Litigation)

Job Purpose

To assist as part of the Regulation and Litigation Team in the provision of the strategic development of Children Services access to legal advice.

To provide advice to Children Services around access to legal advice and delivering a balanced budget for the provision of this.

To represent the Council at external meetings and potentially Court hearings as required.

To carry out such other duties in the Service Unit as demand requires.

Main Duties and Responsibilities

- To support the strategic development of Children Services access to legal advice through the Joint Legal Partnership on a range of legal matters
- To work independently in providing analysis and overarching advice to Senior Officers within Children Services on legal services for advice on PLO, care proceedings, fostering and adoption matters.
- To establish collaborative working arrangements with JLT and other stakeholders to influence the direction and costs of Court proceedings.
- To ensure good governance arrangements are in place to support effective decision making and offering best value.
- To work alongside the Joint Legal Partnership around access to legal advice, scrutiny of costs on cases including disbursements. To identify areas of financial impact and progress as appropriate.
- To support a project reviewing the provision of in-house Legal Services
- Personally undertake a significant caseload of high-level work in providing advice on thresholds of pre proceedings work, merits of Care proceedings, adoption and fostering advice. in at least one area of Law covered by the Team.

Main Duties and Responsibilities

- To provide timely and accurate advice to Members and Officers of the Council, including representation and attendance at such meetings as desired by the Client Department, ensuring that decisions and actions comply with the Council's Constitution and are defensible
- To develop and maintain effective working relationships with other service areas within the Council and with outside organisations where appropriate.
- To research and keep abreast of recent developments in the main area of work covered and deliver training to client departments on the same from time to time.
- Participate in the development of the Council's policies and initiatives including participation in multi-disciplinary working parties.
- Contribute to the work of the service in order to maintain high levels of professional standards across the Team.
- Promote equality as an integral part of the role, treating everyone with fairness and dignity.
- Comply with WBC health and safety policies, procedures and rules, taking reasonable care of self and others.
- Adhere to the standards set out in the WBC competency framework.

Scope (impact on/control of resources, people, money etc)

1. No direct budgetary responsibility, but will assist the Executive Director of Children Services in budget management and monitoring.
2. No direct management responsibility for staff other than leading and advising staff who may be assigned to assist on particular areas of work
3. Managing high profile, high impact matters in a public environment, with significant impact if errors or failings in service occur.
4. High level of professional judgement required.
5. The post holder will represent the Council publicly in a variety of venues, and will have regular contact with Senior Managers and Members within the Council and with comparable people outside the Council.

Person Specification	Essential/ Desirable	Internal Use Only
Qualifications		
Practising Solicitor or Barrister or Chartered Legal Executive	E	
Minimum 2:2 Honours Degree (any subject)	E	
Experience		
Substantial experience and specialist knowledge in children's social care	E	
Experience of providing advice to senior officers and / or Members.	E	
Experience of dealing with high profile contentious work in children's social care	D	
Experience of strategic risk based advice to stakeholders	D	
Experience of personally managing a substantial caseload of high profile matters	E	
Experience of managing budgets	E	
Experience in working in a local government setting	D	
Advocacy experience	D	
Knowledge and understanding		
Knowledge of local government services and the democratic framework within which local government operates.	E	
Understanding of good governance in a local authority setting	D	
Some knowledge and understanding of other areas of work undertaken by the Legal Services Team	D	
Skills and abilities		
Ability to use Outlook, and a web browser to access information	E	
Basic ability to use Microsoft Office (Word, Excel, PowerPoint etc)	E	
Experience using a legal case management system	D	
Ability to give high level legal advice to officers and members.	E	
Ability to give clear advice in a public forum.	E	
Excellent written and verbal communication skills	E	
Excellent negotiating and drafting skills	E	
Ability to prioritise and manage a complex workload	E	
Ability to inspire confidence and influence others	D	
Ability to independently manage a substantial case load.	E	
Able to work under pressure, organising work to ensure deadlines and targets are met.	E	
Ability to meet Lexcel requirements in file management	D	
Able to transfer legal skills to unfamiliar areas of law.	D	
Work-related personal qualities		
A team player with the ability to develop and maintain good working relationships at all levels by creating an atmosphere of professionalism and mutual trust and support.	E	
Confident, committed and adaptable	E	
Excellent interpersonal skills	E	
Other work-related requirements		
This role has been identified as public facing in accordance with Part 7 of the Immigration Act 2016, and therefore the ability to fulfill all spoken aspects of the role with confidence in English will be required. Conversing at ease with members of the public (including pupils),	E	

providing advice and using any specialist terminology appropriate to the role is essential for the post		
Enhanced DBS check with relevant barred list/s	No	
Is this post politically restricted?	Yes	
Ability to work occasional evenings to attend Council meetings	Yes	