

## **Assurance Legal Services**

### **Social Care Lawyer Job Description and Person Specification**

**September 2024**

## Job Description

<b>Job Title:</b>	Social Care Lawyer
<b>Department:</b>	Assurance
<b>Function:</b>	Legal Services
<b>Team:</b>	
<b>Post number:</b>	
<b>Grade:</b>	LBR13
<b>Hours/weeks:</b> <i>E.g. 36 hours/52.14 weeks</i>	36 Hours
<b>Base location:</b>	London Borough of Redbridge
<b>Reports to:</b> <i>Job title</i>	Principal Lawyer – Social Care
<b>Responsible for:</b> <i>Job titles of direct reports</i>	No line management responsibilities
<b>Role purpose and role dimensions:</b> <i>Overview of the job</i>	<ol style="list-style-type: none"> <li>1. To provide a comprehensive and professional legal service in all aspects of child care law.</li> <li>2. To serve as a key source of expertise and knowledge on in the relevant legal discipline</li> <li>3. To provide legal advice and assistance at meetings of relevant committees.</li> </ol>
<b>Key external contacts:</b> <i>Organisations</i>	Court Staff, Barristers, Witnesses Members of Parliament Government
<b>Key internal contacts:</b> <i>Job titles or groups of staff</i>	Directors Heads of Service Managers Departmental Clients and other specialist departments Members other solicitors within the team
<b>Financial dimensions:</b> <i>Budgetary responsibility &amp; amount. Equipment, cash, property etc. for which employee is responsible.</i>	Advising the client, identifying risk and ensuring that the Council's financial processes are adhered to in respect of any money coming to or being paid by the Council. Advising on the relevant tax implications and fees where applicable or otherwise taking such professional advice in order to deliver all allocated transactions
<b>Key areas for decision making:</b>	Adhering to and complying with relevant professional body and any Council set processes at any stage other than where the client or the Council makes a decision in a case.

<b>Other considerations:</b> <i>E.g. working patterns</i>	
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<b>Key accountabilities and result areas:</b>	<b>Key elements:</b>
<b>Advising on Legal Issues:</b>	<b>This will involve:</b> To provide legal advice, guidance and practical assistance over the whole range of the Council's children's services; on Local Government Administration and Judicial Review Proceedings.
<b>Conduct of Cases:</b>	<b>This will involve:</b> Conducting a full range of children's service cases, including those raising complex or major issues and to undertaking advocacy in the Courts and Tribunals, where rights of audience permit this. This includes advising on evidence and procedure and the conduct of any trials and undertaking the preparation of cases (including the checking of documentation), evaluating evidence and draft court applications/documentation as required. To handle child protection cases as required expeditiously by evaluating evidence, formulating reports and drafting proceedings.
<b>Supervision:</b>	<b>This will involve:</b> Providing general professional supervision of the conduct of litigation in the areas of legal work undertaken, and you may also be required to supervise junior members of the team with their workload where required.
<b>Update and review</b>	<b>This will involve:</b> providing a fast, accurate, efficient and reliable professional service on the application of new legislation, case law developments and practice changes affecting Directorates that are serviced by this team.
<b>Servicing Appropriate Committees:</b>	<b>This will involve:</b> <ul style="list-style-type: none"> <li>▪ Preparing reports for the Council's Cabinet and Committees, and associated working groups. To attend appropriate Committees.</li> <li>▪ Keeping abreast of changes in the law and developments affecting the team's functions and to ensure that working arrangements, procedures and practices take account of such matters.</li> </ul>
<b>Management of the Team:</b>	<b>This will involve:</b> <ul style="list-style-type: none"> <li>▪ To deputise for the Principal Lawyer on request in respect of issues connected with the functions of this post.</li> <li>▪ To assist in the operational management of the Team; in particular, management of litigation under the direction of the Principal Lawyer Social Care.</li> <li>▪ To assist in the training and career development of the Team.</li> </ul>
<b>Professional Development</b>	<b>This will involve:</b> keeping abreast of changes in the law and developments affecting the team's functions and to ensure that working arrangements, procedures and practices take account of such matters.
<b>Flexibility</b>	<b>This will involve:</b> <ul style="list-style-type: none"> <li>▪ Undertaking such other similar and relevant duties as may from time to time be assigned to the post.</li> <li>▪ The above-mentioned duties are neither exclusive nor exhaustive. From time to time you may be required to undertake responsibilities outside the normal remit of your Job Description as required by the line manager, and are broadly within grading level and competence.</li> </ul>

## Person Specification

<b>Job Title:</b>	Social Care Lawyer		
<i>Method of candidate assessment: A = Application form I = Interview T = Test. Weighting: 3 = most important, 2 = least important</i>		<b>A - I - T</b>	<b>Weighting</b>
<b>Minimum education/ qualifications:</b>	Solicitor, Barrister, FILEX or similar qualification	A	3
<b>Minimum experience/ knowledge/ skills:</b>	Substantial experience of social care cases, preferably in a local government context, in a relevant discipline	A I	3
	Advocacy experience	A I	3
	Experience in serving Committees in a Local Authority or similar organisation	A I	3
	Excellent knowledge of the law and practice of civil litigation.	A I	3
	Conducts a case load within their area of expertise without supervision and works independently.	A I	3
<b>Minimum behaviours:</b>	Excellent written and verbal communication skills	A I	3
	Customer service		
Communicating and influencing others	Makes and sustains good client relationships	A I	3
Working together	Communicates effectively both in writing and verbally with clients and others in any given role delivery situation.	A I	3
Analysis and judgement	Works as part of a team, offering supervision and support to junior staff members where appropriate.	A I	3
Driving improvement	Analyses complex legal issues, identifies risks to the Council and advises on minimising risk.	A I	3
Adaptability	Assists in the implementation, development, operation and maintenance of service level agreements.	A I	3
Equal Opportunities	Flexible approach to tasks, works in a fast-paced setting and acquires new skills	A I	3
	Understanding of and commitment to the Council's equal opportunities policies and ability to put into practice in the context of the post	A I	3