



HILLINGDON

LONDON

Job Description & Person Specification

Date Evaluated : _____

1. **JOB TITLE** Senior Lawyer – Education,
Care Children’s Services and Adult Social
2. **POST NUMBER**
3. **GRADE** POC
4. **JOB FAMILY** Management
5. **CRB/ISA REQUIREMENTS** Enhanced
6. **GROUP** Central Services
7. **SERVICE** Legal Services
8. **SUPERVISED BY** Deputy Principal Lawyer
– ASC and ECS
9. **SUPERVISION EXERCISED** **Directly:** 3
Indirectly: 0
10. **CONTACTS** **Internal:** All officers from Group
Director level down, Members of the
Council
External: Members of Parliament,
Government Departments, Members
of the public, Courts, outside
Solicitors, Barristers, Consultants
and Private Organisations

Job Description

11. JOB PURPOSE

To assist in the provision of an efficient and cost effective legal service in the areas of education, child protection and adult social care law.

12. MAIN DUTIES AND RESPONSIBILITIES

These will be related to the determined field of responsibility by the Deputy Principal Lawyer and shall include:-

- 10.1 Provision of legal advice, support and assistance in education, child care and adult social care matters to the Social Care, Health and Housing and the Planning, Environment, Education and Community Services Directorates and to Members of the Council.
- 10.2 To undertake working practices and procedures for the efficient and effective working of the Team.
- 10.3 Provide supervision and professional support to Paralegals in the Team undertaking education and child care work.
- 10.4 To take responsibility for and have conduct of cases in all Courts, Tribunals etc, to appear personally on the Council's behalf as appropriate in cases in civil and criminal Courts and before Tribunals and Inquiries and to instruct Counsel as appropriate.
- 10.5 To advise on all aspects of education law.
- 10.6 To provide briefing and information on developments in the law affecting education and child protection.
- 10.7 To attend and advise at such meetings as required, in particular, the Adoption Panel and any working parties and officer groups as a representative of the Team.
- 10.8 To provide regular and timely training to Officers and Teams within Legal Services and within the Social Care, Health and Housing and the Planning, Environment, Education and Community Services Directorates on current and proposed changes in the law and procedure relating to all aspects of education, adult social care and child care law.

- 10.9 To provide legal comments for reports to Cabinet and other Committees and attend as the Legal Services Officer at meetings of Cabinet and other Committees as required.

- 10.10 To undertake any other duties as so directed by the Principal Lawyer/Deputy Principal Lawyer that are commensurate with the general level of responsibility of the post.

Person Specification

< Senior Lawyer – Education, Children and Adult Social Care > – Team Management level roles (and equivalent)

This person specification will be used for recruitment to < **Senior Lawyer – Education, Children and Adult Social Care** > vacancies in LBH. It will form the basis of the application form, and candidates will be also assessed against aspects of this person specification at interview.

1. QUALIFICATIONS (list)	ESSENTIAL ✓	DESIRABLE ✓	TESTING METHOD
Law Degree <u>AND</u> to have been admitted as a Solicitor, Legal Executive or Barrister in England and Wales or Common Law jurisdiction	✓		Pre-application Question
2. STATUTORY or ROLE SPECIFIC REQUIREMENTS (describe)	ESSENTIAL ✓	DESIRABLE ✓	TESTING METHOD
Extensive experience of working in the field of Education law, Adult Community Care & Child Protection.	✓		Application Question
3. EXPERIENCE (describe)	ESSENTIAL ✓	DESIRABLE ✓	TESTING METHOD
Experience of supervising staff.		✓	Application Question
At least 2 years recent experience of dealing with Education, Child Protection and Adult Community Care law including own advocacy.	✓		Pre-application Question
4. KNOWLEDGE & SKILLS (list)	ESSENTIAL ✓	DESIRABLE ✓	TESTING METHOD
To express opinions and ideas in a logical and persuasive manner.	✓		Interview
To debate legal points in a logical, pragmatic and impartial way.	✓		Interview
Effective advocacy skills.	✓		Interview
To listen to all the needs and demands of any person with whom there is contact and devise ways of finding solutions to issues.	✓		Interview
To supervise and support members of staff.	✓		Application Question
To allocate and prioritise all areas of			

work to ensure that an efficient and effective service is provided.	✓		Application Question
To work in an apolitical manner.	✓		Application Form
To work to deadlines	✓		Application Question
Knowledge of current Local Government law and child care and education law.	✓		Interview
Knowledge of the principles of the legal profession and of issues concerning the practice of law in Local Government.	✓		Interview
Knowledge of Local Government and its services		✓	Interview
5. COMPETENCES	ESSENTIAL	DESIRABLE	TESTING METHOD
“Can do” positive attitude Demonstrates a commitment to changing work practices and processes, and a willingness to try new ways of working or thinking.	✓		Scored application question
Takes responsibility and delivers results Adapts to changing demands to ensure that objectives are met, overcoming problems and making well considered decisions.	✓		Scored application question
Team working Acts as a role model to others in the team, sharing knowledge and experience when necessary, whilst respecting and valuing the contribution other team members' experiences can bring.	✓		Scored application question
Communication Demonstrates well developed written and verbal communication skills; and the confidence to present reports and verbal accounts credibly to a variety of different audiences.	✓		Scored application question
Customer Care Develops contacts and relationships with customer/ client groups, regularly reviewing service delivery and taking responsibility to ensure quality service provision.	✓		Scored application question
Takes ownership of personal			

development Takes action to develop own and others' capability and knowledge by promoting and supporting developmental opportunities to improve performance.	✓		Scored application question
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