



Job Profile

JOB TITLE:	Senior Child Protection Lawyer
GRADE:	POC
POST NO:	TBC
JOB TIER:	
DBS CHECK:	Enhanced
DIRECTORATE:	Chief Executive's Office
SERVICE:	Legal Services

REPORTING STRUCTURE

Reports to:	Deputy Principal Lawyer – People
Direct Reports:	0
Indirect Reports:	2

ROLE PURPOSE:

To assist in the provision of an efficient and cost-effective legal service in the areas of education and child protection law. Ensuring performance targets are delivered and that a culture of 'putting our residents first' is maintained.

Job Description

1. Resident & Community Contribution

- Provision of legal advice, support and assistance in education and child care matters to the Social Care, Health and Housing and the Planning, Environment, Education and Community Services Directorates and to Members of the Council.
- To demonstrate understanding of the Council's *Customer Care Standards* and ensure that these standards are met in order to deliver the Council vision of 'putting our residents first'.

2. People Management

- Provide supervision and professional support to Trainee Lawyers and Paralegals in the Team undertaking education and childcare work.
- To ensure all team members receive the appropriate level of communication to maintain engagement with the Council's vision, priorities and activities.

3. Operational Service Delivery

- 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.

4. Service Planning & Development

- Provide briefing and information on developments in the law affecting education and child protection.

5. Financial & Resource Management

- To ensure all purchasing and procurement is conducted in line with the corporate guidelines with appropriate use of the Council's financial systems.
- Ensure efficient and effective working practices and procedures for the Team.

6. Service Improvement

- Provide regular and timely training to Officers and Teams within Legal Services and related Directorates on current and proposed changes in the law and procedure.

7. Contacts

- Primary contact will be with other officers within the Council, and service users / residents and their representative bodies. To include who the contacts are and nature of interaction.
- 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.

8. Additional Responsibilities

- Complete other reasonable tasks in order to fulfil role purpose or as instructed by management.
- You may be required to undertake periods of on call which are related to your role

9. Key Performance Indicators

- Timely and accurate legal advice, successful case outcomes, compliance with statutory requirements, effective supervision of team members.

Person Specification

This person specification will be used for recruitment to this vacancy 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	ESSENTIAL ✓	DESIRABLE ✓
Law Degree <u>AND</u> to have been admitted as a Solicitor, Legal Executive or Barrister in England and Wales or Common Law jurisdiction	✓	
2. STATUTORY or ROLE SPECIFIC REQUIREMENTS	ESSENTIAL ✓	DESIRABLE ✓

Extensive experience of working in the field of Education law, Adult Community Care & Child Protection.	✓	
3. EXPERIENCE	ESSENTIAL ✓	DESIRABLE ✓
Experience of supervising staff.		✓
At least 2 years recent experience of dealing with Education, Child Protection and Adult Community Care law including own advocacy.	✓	
4. KNOWLEDGE & SKILLS (list)	ESSENTIAL ✓	DESIRABLE ✓
To express opinions and ideas in a logical and persuasive manner.	✓	
To debate legal points in a logical, pragmatic and impartial way.	✓	
Effective advocacy skills.	✓	
To listen to all the needs and demands of any person with whom there is contact and devise ways of finding solutions to issues.	✓	
To supervise and support members of staff.	✓	
To allocate and prioritise all areas of work to ensure that an efficient and effective service is provided.	✓	
To work in an apolitical manner.	✓	
To work to deadlines	✓	
Knowledge of current Local Government law and child care and education law.	✓	
Knowledge of the principles of the legal profession and of issues concerning the practice of law in Local Government.	✓	
Knowledge of Local Government and its services		✓
5. COMPETENCES	ESSENTIAL	DESIRABLE
“Can do” positive attitude Demonstrates a commitment to changing work practices and processes, and a willingness to try new ways of working or thinking.	✓	
Takes responsibility and delivers results Adapts to changing demands to ensure that objectives are met, overcoming problems and making well considered decisions.	✓	
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.	✓	
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.	✓	
Customer Care Develops contacts and relationships with customer/ client groups, regularly reviewing service delivery and taking responsibility to ensure quality service provision.	✓	
Takes ownership of personal development Takes action to develop own and others' capability and knowledge by promoting and supporting developmental opportunities to improve performance.	✓	

Our values

Respect

We appreciate what makes us different and include everyone.

- We recognise that we all have unique talents, skills and experiences.
- We provide a professional service to our residents and colleagues and lead by example.
- We celebrate diversity and ensure our working practices are inclusive.

Collaborative

We believe in the power of working together.

- We work collaboratively as one council.
- We promote creativity and innovation to improve outcomes for all.
- We recognise the strength of sharing knowledge and experience.

Efficient

We deliver the best possible outcome by carefully managing our resources.

- We are empowered to deliver the most efficient outcome.
- We harness new technology and tools to deliver our services efficiently.
- We look after our finances and maximise value for money for residents.

Integrity

There is no gap between what we say and do.

- We choose what is right over what is easy.
- We trust and support each other to get the job done.
- We are responsible and accountable for our actions, both good and bad.

Open and honest

We are transparent in the actions and decisions we take.

- We provide a safe space to have truthful discussions in a positive way.
- We encourage constructive feedback without fear of judgement.