

LONDON BOROUGH OF LEWISHAM

JOB DESCRIPTION

Designation:	Lawyer- Children and Adult Social Care	Grade:	PO4/5
Reports to (Designation):	Senior Lawyer - Children or Adults	Grade:	PO7/8
Directorate:	Chief Executives	Section:	Legal - People

Main Purpose of the job:

To handle a wide variety of social care cases relating to children and young people, and adults, including all related court work, preparation of court documents, and the provision of advice and assistance to officers and where necessary Members. To deputise for the senior social care lawyers as appropriate.

Summary of Responsibilities and Personal Duties:

1. Ensure that legal advice and assistance is provided efficiently and expeditiously, both personally and by other more junior staff within the Team, as allocated by the Senior Lawyer. Manage and co-ordinate the work of more junior staff, and provide advice, guidance, and direction to them as necessary.
2. Deputise for the Senior Social Care Lawyers as appropriate.
3. Undertake a varied and complex caseload as required, primarily involving all Social Services work including all aspects of litigation and advice relating to children and young people and adults, whether in the Family court or Court of Protection, or other civil courts of competent jurisdiction..
4. Appear on behalf of The Council before any Family Court, County Court, The Court of Protection, High Court, any specialised Tribunal, statutory or public inquiry, or before any arbitrator as appropriate.
5. Prepare all legal documentation relevant to the caseload, and in particular prepare a wide variety of court documents, and advise on social care law, and assist the Senior Social Care Lawyers and Principal Lawyer in relation to the most complex or specialised matters as and when required.
6. Attend all meetings with clients and external parties, professionals' meetings and panels as required, and advise on all aspects of social services work.

7. Carry out legal research for own cases, and by way of support to the Principal Lawyer and Senior Lawyers in the Team.
8. Work flexibly as part of the Social Care Team and People Team, and be willing to offer support and assistance to other lawyers in the wider Legal Team as required.
9. Act as legal advisor to all relevant departments in connection with procedures or matters arising from Committees attended or specific work undertaken. Participate in the drafting of reports to Committee, if required, considering and drafting legal implications as appropriate and otherwise attend or advise Committees as required.
10. Introduce new procedures, as required, arising from new legislation, and improvements in efficiency or otherwise, in consultation with other affected departments and prepare any necessary documentation.
11. Acquire and maintain an up-to-date knowledge of all current legislation and professional requirements and inform and instruct colleagues as necessary. Present training courses and seminars for Members, Officers and others as necessary.
12. Assist the Senior Social Care Lawyers in respect of Service Level Agreement negotiating and liaison with clients.
13. Promote the image of Legal Services and assist in marketing Legal Services.
14. Deal with Ombudsman cases and complaints related to the work of the Team, or in which the Team or Clients have some involvement.

15. GENERAL

To carry out such other legal work and other tasks as required by the Principal Lawyer or the Director of Law and Corporate Governance from time to time, including work within other unrelated legal fields which can reasonably be regarded as within the nature, duties and responsibilities of the grade of the post

- (i) Carry out the responsibilities of the post with due regard to:-
 - (a) the Council's equal opportunities policies;
 - (b) health and safety requirements;
 - (c) the need to promote the Council's Core Values and Legal Services objectives;
 - (d) professional accountability to the Director of Law and Corporate Governance.

16. INTERNAL CONTACT

Advise Committees, Chairs, Members and Officers when required and contact all departments up to and including the Chief Officer level, including the Chief Executive to give advice as necessary.

17. EXTERNAL CONTACT

Frequent contact with solicitors in private practice, Officers of the Courts, Government Departments, local authority associations, other professionals and consultants, members of

the press or public, and other statutory and local authorities as necessary over the range of work undertaken.

All employees are required to participate in the Performance Appraisal schemes and to undertake appropriate training and development identified to enhance their work.

THIS JOB DESCRIPTION MAY NEED TO BE AMENDED BY THE DIRECTORATE TO MEET THE CHANGING NEEDS OF THE SERVICE.

Number of fully managed staff:0

Title:	Grade	No of posts
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Number of partially managed staff:0

Title:	Grade	No of posts 0
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PERSON SPECIFICATION

JOB TITLE: Lawyer – Children and Adult Social Care

POST NO:

DEPARTMENT: Legal Services

GRADE: PO4/5

Note to Candidates

The Person Specification is a picture of the skills, knowledge and experience needed to carry out the job. It has been used to draw up the advert and will also be used in the shortlisting and interview process for this post.

Those categories marked 'S' will be used especially for the purpose of shortlisting.

Please ensure that Equality and Diversity issues are addressed specifically in relation to the role for which you are applying when addressing the requirements of this person specification where appropriate.

If you are a disabled person, but are unable to meet some of the job requirements specifically because of your disability, please address this in your application. If you meet all the other criteria you will be shortlisted and we will explore jointly with you if there are ways in which the job can be changed to enable you to meet the requirements.

Equality & Diversity

Awareness of and a commitment to Equality of Access and Opportunity in a diverse community **S**

Understanding of how equality and diversity relates to this post **S**

CUSTOMER CARE

Commitment to the highest standards and continuing improvement of customer care and enhancing client relations **S**

Knowledge

Knowledge of law and legal procedure commensurate with at least 3 years qualified as Solicitor, Barrister or CILEX, with experience in the area of law and practice set out under the heading of "Personal Duties" in the job description. **S**

Knowledge of local government and administrative law

Aptitude

Creative approach in the interpretation and application of the law
Ability to work under pressure and with initiative **S**
Capability to work positively and imaginatively in conjunction with other staff to promote the Council's policies and deal with issues in a progressive way

Skills

(Skills can only be used as shortlisting criteria if the skill is to be tested)

(To Be Tested – S)

Ability to give clear and concise advice on the telephone, in meetings and in Correspondence **S**

Ability to draft non-routine correspondence and documentation
Ability to assess priorities and meet conflicting deadlines **S**

Experience

Practical relevant experience of the appropriate area of work set out in the job Description **S**

Experience of delivering an extensive & varied caseload concurrently. **S**

GENERAL EDUCATION

Qualified Solicitor, Barrister or CILEX with relevant post qualification experience.

Current practising certificate with evidence of effective continuing professional development. **S**

Personal Qualities

Ability to work as part of a team **S**

Ability to anticipate problems and to suggest appropriate solutions **S**

Commitment to service excellence

Dependable, self-reliant and self-motivating

Ability to liaise effectively with clients and to control clients work programme requirements

Circumstances

Ability on occasions to work outside normal working hours

DBS Disclosure Required? **No** ☐ **Basic** ☐ **Enhanced** ☒

(Tick as appropriate – guidance available from your HR Advisor)

Physical

Generally candidates must meet the standard Lewisham requirements for the post

Proper standard of dress/appearance for Court attendance

Ability to travel to locations within and outside the Borough