

Job Description

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

Role Details

Job Title:	Solicitor (Childcare)	JEID	Z0118
Salary Grade:	£43,380 - £49,163		
Team:	Childcare		
Division / Service:	Young People's Legal Service		
Directorate:	Resources		
Primary Location:	Warwick		
Political Restriction	This position is politically restricted.		
Responsible to:	Senior Solicitor and Team Leader		
Responsible for:	None		

Role Purpose

The postholder will be part of team predominantly providing advice representation and assistance in relation to Children Act 1989 proceedings. (S)he will be directly reporting to a Team Leader.

Role Responsibilities

The postholder's responsibilities will include:-

Legal advice, conduct of case work and advocacy in relation to:

- Children, Young People and Families
- Other advocacy, advice and casework as required
- Provision of training
- General advice and case work as required

Principal duties:

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1. Responsibility with minimal supervision for own childcare caseload including applications, case preparation, assimilation of evidence including complex cases etc
2. Represent the County Council in Courts and Tribunals etc in hearings including contested hearings including multi-day hearings in the Family Court before all levels of Judges.
3. Advise Officers of the Council on legal matters
4. Prepare reports, statements and any other written material required in connection with the Council's legal work
5. Assist in the maintenance and development of effective time costing and other administrative systems including performance management systems

The Strategic Director of Resources or his nominated representative may revise the work undertaken by the postholder after discussion with him/her and he/she must be prepared to change and develop his/her role to suit the needs of the service.

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Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

Essential Criteria	Assessed By:
General Education and Professional Qualification <ul style="list-style-type: none"> Solicitor with current practising certificate, overseas qualified solicitor with relevant practising certificate or barrister. 	A, I
Job experience <ul style="list-style-type: none"> Understanding of local government administrative law, including the changes facing local authorities 	A I
<ul style="list-style-type: none"> Understanding of the law relating to children, young people and families with good track record or demonstrable aptitude 	A I T
<ul style="list-style-type: none"> Experience in the conduct of children's cases with good track record or demonstrable aptitude 	A I
<ul style="list-style-type: none"> Advocacy experience before courts or other Tribunals with good track record 	A I T
<ul style="list-style-type: none"> Experience of time costing, quality standards and business planning with commitment to these 	A I
Skills and Abilities <ul style="list-style-type: none"> Excellent inter-personal skills including the handling of conflict 	A I
<ul style="list-style-type: none"> Excellent oral and written communication skills 	A I T
<ul style="list-style-type: none"> Good presentational skills 	A I T
<ul style="list-style-type: none"> The ability to give clear advice to officers and members of the Council and to meetings attended by representatives of other agencies 	A I
<ul style="list-style-type: none"> The ability to deal with technical details and to express solutions to complex legal problems in a concise and practical way 	A I
<ul style="list-style-type: none"> Evidence of creative/innovative and participative problem solving 	A I
Personal Skills <ul style="list-style-type: none"> Ability to generate confidence and co-operation; enthusiastic, energetic; and flexible; a committed self-starter; team player. 	A I
<ul style="list-style-type: none"> Ability to deal with unforeseen and urgent demands 	A I
<ul style="list-style-type: none"> An organised approach to work to ensure compliance with time costing and other administrative systems including LEXCEL 	A I
<ul style="list-style-type: none"> A desire to provide a customer friendly service 	A I
Health / Circumstances <ul style="list-style-type: none"> Flexible in relation to working hours 	A I
<ul style="list-style-type: none"> Consistent and effective record of attendance at work 	A I
<ul style="list-style-type: none"> Ability to travel effectively and efficiently throughout Warwickshire 	A I

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Desirable Criteria	Assessed By:
General Education and Professional Qualification <ul style="list-style-type: none">• Relevant post qualification experience or in the case of trainee solicitors a first or upper second class honours degree	A I
Job Experience <ul style="list-style-type: none">• Experience in Local Authority or other public sector organisations	A I
<ul style="list-style-type: none">• Experience and understanding of the law relating to education with good track record	A I
Skills and Abilities <ul style="list-style-type: none">• Ability to persuade and influence others in the development of policies and strategies	A I

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Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and hazards that may be faced.

Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities in accordance with all Warwickshire County Council policies, procedures and arrangements as specified for the post / role.

Potential Hazards

The hazards ticked below are elements of the job that may need to be considered when applying for the role, as well as when completing a Work Health Assessment.

<input type="checkbox"/> Regular client contact or care	<input type="checkbox"/> Exposure to noise levels (above 80dbA)
x Lone working	<input type="checkbox"/> Working with waste or refuse
<input type="checkbox"/> Night working	<input type="checkbox"/> Food Handling
<input type="checkbox"/> Work at heights	<input type="checkbox"/> Manual handling tasks
<input type="checkbox"/> Working in confined spaces	<input type="checkbox"/> Electric work
x User of Display Screen Equipment (DSE)	<input type="checkbox"/> Contact with Latex
<input type="checkbox"/> Repetitive tasks	<input type="checkbox"/> Chemical / Dust / Fume Exposure (COSHH)
<input type="checkbox"/> Continual telephone use (<i>call centre</i>)	<input type="checkbox"/> Working with vibrating tools / machinery