

Senior Solicitor and Team Lead (Pre-Proceedings and Private Law) (Tier 4)

Directorate:	Resources
Service	Legal and Democratic
Accountable to:	Tier 4A Delivery Lead (Children and Families Legal Service)
Accountable for:	The provision of legal advice and representation in relation to pre-proceedings and private law
Politically restricted post	yes
Job Title:	Senior Solicitor and Team Lead – Pre-Proceedings and Private Law
Grade:	Hay F

Context

You will play an active role as part working with Delivery Leads or Lead Commissioners to deliver our organisational outcomes.

As a team leader you will be responsible for the work of other members of your team and for their supervision, training and development. You will be a member of the Children and Families Legal Service management team.

You will develop and maintain good working relationships with our range of key stakeholders including statutory partners, service providers, voluntary section and customers.

Specific role assignment

Subject Area responsibilities	<ol style="list-style-type: none"> 1. The provision of legal advice and representation in relation to child protection prior to, and immediately following, the issuing of care proceedings. 2. The provision of legal advice and representation in relation to the local authority's involvement in private family law cases. 3. Provide accurate, succinct and timely legal advice, representation and support to Officers and Members of the Council, and external clients, on legal work within your subject area as required and with a commercial/strategic insight. 4. Support the effective operation of Legal Services, including the delivery, maintenance and development of effective case, performance and quality management systems and other
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	<p>business and administrative systems.</p> <ol style="list-style-type: none"> 5. Support Legal Services' growth ambitions, build strong client relationships and actively assist in business development activity in support of the Tier 3 manager and Practice and Commercial Support colleagues, including input into tender documentation and pitches to clients 6. Build and maintain effective relationships with key clients and be accountable for the quality and level of services provided to them. 7. Manage and supervise a team of solicitors and other staff. 8. Represent Legal Services at Council and other relevant partner and client meetings in a professional and competent manner. 9. Maintain and develop sound knowledge of the law and procedure relevant to practice areas. 10. Ensure compliance with Council policies and procedures, and client practices, as may be applicable. <p>The Strategy & Commissioning Manager - Legal and Democratic or his/her nominated representative may revise the work undertaken by the post-holder 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.</p>
Statutory responsibilities (if applicable)	n/a
Specific experience	4.5 years of experience practising in public law relating to children, preferably with significant experience of advising and representing local authorities
Specific qualifications/and registration	Solicitor or Barrister registered with appropriate regulatory body and in possession of any necessary certification for undertaking role
FTE responsibility (line management)	Team of solicitors and other staff providing undertaking legal work in this practice area

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Key stakeholder relationships	<p>Colleagues within Legal and Democratic, especially colleagues within the C&F legal service</p> <p>Assistant Director Governance and Policy</p> <p>Assistant Director Children and Families (and colleagues from service)</p> <p>Senior Leadership Team and Corporate Board Members</p> <p>External client contacts</p> <p>Counsel and external suppliers</p>
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Generic capabilities of the role

Generic Capability	Descriptor
Strategic thinking & planning	<ul style="list-style-type: none"> ● Identification and design of solutions to meet business requirements for the service(s) ● Contribute to short term (1 year) strategies and plans to meet demand for the service(s) ● Use of insight, best practice and research to achieve service outcomes

- Contribute to the commissioning intentions, key business measures and plans based on demand for the short term (1 year)
- Contribute to the 1 year delivery plan in conjunction with the delivery teams
- Contribute to the development of policies
- Ensure that insight, best practices, market research and trends are considered in the commissioning intentions.
- Create, identify and respond to opportunities to support the delivery of organisational outcomes.
- Encourage the development of new solutions to meet future organisational needs.
- Understand, articulate and implement best practices related to area of expertise

Generic Capability	Descriptor
Innovation & change	<ul style="list-style-type: none"> ● Focus on new ideas, improvement and innovation ● Problem solver

- Undertake periodic review(s) of technical specialism to maintain market awareness, identify areas of improvement, emerging thinking, legislative / regulatory changes
- Support the development of options appraisals to assess the most suitable means of achieving service outcomes.

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- Solve complex technical problems effectively and quickly, via insightful diagnosis
- Shape long term solutions to meet service requirements
- Act as an agent and leader of change
- Demonstrate active engagement in improving organisational performance
- Provide expert advice to those engaged in activities where the technical specialism is applicable

Generic Capability	Descriptor
Influence & relationship management	<ul style="list-style-type: none"> ● Relationship development and management ● Influence and shapes the market ● Thought leader ● Collaborative working

- Develop and maintain professional networks
- Support the development of key partnerships
- Increase the expertise of others to apply specialist knowledge leading to increased organisational capability.
- Support the shaping and influencing of the market
- Support any required consultation activities

Generic Capability	Descriptor
Finance & commercial	<ul style="list-style-type: none"> ● Effective budget setting and monitoring ● Contract negotiation and commercial partnership management ● Quality monitoring and measurement ● Oversight of contract set up, establishment and ongoing monitoring

- Manage budgets in line with commissioning outcomes, including commercial and trading targets
- Take action where the performance of providers is unsatisfactory
- Ensure compliance to the specific statutory, compliance, contract, practice and performance frameworks
- Support the Delivery Manager in contract set up, establishment and management
- Manage the decommissioning of contracts where applicable

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WCC values and behaviours

The post holder must be able to demonstrate that they role model the WCC values and behaviours.

Our Values – The Warwickshire DNA



High performing



Collaborative



Customer focused



Accountable



Trustworthy

Our Behaviours



do what we say



move with purpose and energy



focus on solutions



help people and communities to find their own solutions



build strong working relationships



be the best we can be

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