

## Technical Specialist Lawyer – Children’s Public Law Advocacy (Tier 4)

<b>Directorate:</b>	<b>Resources</b>
<b>Service</b>	<b>Legal and Democratic</b>
<b>Accountable to:</b>	<b>Tier 4A Delivery Lead (Children and Families Legal Service)</b>
<b>Accountable for:</b>	
<b>Politically restricted post</b>	<b>Yes</b>
<b>Job Title:</b>	<b>Technical Specialist Lawyer – children’s public law advocacy</b>
<b>Grade:</b>	<b>Hay F</b>

### Context

Provide high quality, business focused legal advice, representation, and support to WCC, Council Officers, Council Members and external clients.

Build and maintain effective relationships with instructing officers / clients and be accountable for the quality and level of service provided.

Assist in the effective operation of WCC and Legal & Democratic Services, including the delivery, maintenance and development of effective case, performance and quality management systems and other business and administrative systems.

The Strategy and Commissioning Manager (Legal and Democratic) or nominated representative may revise the work undertaken by the post holder after discussion with the post holder. The post holder must be prepared to change and develop this role to suit the needs of the Service.

### Specific role assignment

<b>Delivery responsibilities</b>	<ol style="list-style-type: none"><li>1. To manage a caseload of high value and complex child protection court advocacy on your own and colleagues’ matters and operate at a senior solicitor level in all aspects of service delivery, applying sound judgement in reaching decisions and leading by example.</li><li>2. Advise, represent, and support clients and legal service staff in relation to child protection specifically:</li></ol>
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	<ul style="list-style-type: none"> <li>(a) Holding complex but reduced caseload of active public law children’s matters</li> <li>(b) Court advocacy on public law children’s cases (your own and colleagues)</li> <li>(c) Coaching and mentoring less experienced staff on approaches to advocacy and court skills generally</li> <li>(d) Keeping abreast of developments in the law and training colleague and clients</li> <li>(e) Providing specialist advice on novel or complex areas of law relating to children, and generally, as required.</li> </ul> <ol style="list-style-type: none"> <li>3. Be a “lead lawyer” in the practice area.</li> <li>4. Deputise for Delivery Lead as required.</li> <li>5. Provide accurate, succinct, and timely legal advice, representation and support to Officers and Members of the Council, and external clients as required and with a commercial/strategic insight.</li> <li>6. Draft and negotiate various court papers, agreements, and other documentation on behalf of clients with varying degrees of complexity, instructing Counsel where appropriate.</li> <li>7. To prepare briefings to Officers and Members and to input into decision-making reports in respect of the same.</li> <li>8. Identify and escalate risks and issues which would impact any aspect of WCC operations or reputation.</li> <li>9. Support the effective operation of Legal Services, including the delivery, maintenance and development of effective case, performance and quality management systems and other business and administrative systems.</li> <li>10. 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</li> <li>11. Build and maintain effective relationships with key clients and be accountable for the quality and level of services provided to them.</li> </ol>
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	<p>12. Represent Legal Services at Council and other relevant partner and client meetings in a professional and competent manner.</p> <p>The Strategy &amp; 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>
<b>Key business measures</b>	<p>Time Utilisation (Charged Hours)</p> <p>Client Satisfaction</p>
<b>PQE</b>	<p>Solicitor / Barrister: Highly experienced lawyer, with at least 4.5 years relevant experience (see below).</p>
<b>General experience</b>	<p>Proven track record in practice area, for high profile projects and management of complex legal matters.</p> <p>Service delivery to multiple clients in accordance with service level agreements and/or customer service standards.</p> <p>Knowledge of delivering legal advice within local government or similar environment.</p> <p>Experience and understanding of the need for political sensitivity and awareness.</p> <p>Excellent level of IT literacy to be able to use self-service, digital user platforms and applications, MS Office and specialist legal case management (Visualfiles) / court bundling software.</p>
<b>Specific experience</b>	<p><i>Relevant experience</i> means: practice in public law relating to children, preferably with significant experience of advising and representing local authorities</p> <p>demonstrable success in contested public law relating to children court advocacy</p>
<b>Specific qualifications/and</b>	<p>Solicitor or Barrister registered with appropriate regulatory body and in possession of any necessary certification for</p>

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<b>registration</b>	undertaking role
<b>FTE responsibility (line management)</b>	Not applicable
<b>Key stakeholder relationships</b>	Colleagues within Legal and Democratic, especially colleagues within the C&F legal service Assistant Director Governance and Policy Assistant Director Children and Families (and colleagues from service) Senior Leadership Team and Corporate Board Members External client contacts Counsel and external suppliers

### Generic capabilities of the role

Generic Capability	Descriptor
Business Acumen	<ul style="list-style-type: none"><li>• Strategic planning covering multiple disciplines and multi year horizons</li><li>• Effective contract and supplier management</li><li>• Meet budget, savings and income targets</li></ul>

- Understanding of public law principles
- Ability to analyse complex issues, assess risks and find solutions
- Ability to focus on client objectives and add value
- Ability to act with strategic clarity and astute tactics
- Ability to be a first rate communicator and advocate
- Ability to give incisive, clear and positive advice
- Ability to draft effective legal documents with precision and accuracy
- An appreciation of the principles of delivering a commercial legal service to public sector clients

Generic Capability	Descriptor
Performance & standards	<ul style="list-style-type: none"><li>• Statutory compliance</li><li>• Professional practice</li><li>• Procedure compliance</li></ul>

- To deliver services in accordance with policies and practice of your qualifying body (Solicitors Regulation Authority, Bar Council, CILEX, Law Society)
- To comply with WLS’s office manual and WCC’s constitution.
- To demonstrate a high level of attention to detail, pragmatism and “move with purpose & energy”.
- To be versatile and a quick learner
- To react fast and well to the urgent and unexpected
- To be personable and generate confidence
- To be a team player
- To be able to travel efficiently and effectively for work purposes
- To take personal responsibility for personal development and CPD

Generic Capability	Descriptor
Operational management	<ul style="list-style-type: none"><li>• Deliver operational performance objectives</li><li>• Manage the workforce</li><li>• Deliver continuous improvement plans</li></ul>

- Meet the service key business measures for the service
- Deliver required client outcomes
- Execute the statutory or regulatory duties that are in place
- To deliver improvement in client engagement and satisfaction.

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### Generic leadership competencies

Capability	Descriptor
People Management	<ul style="list-style-type: none"><li>• Workforce development</li><li>• Workforce planning</li></ul>

- Support other team members
- To support the development of the knowledge and skills base within WLS through participation in and delivery of Continuous Professional Development, coaching, mentoring and learning opportunities for all staff.
- Support the development of more junior team members
- Support change initiatives

Capability	Descriptor
Management of resources & planning	<ul style="list-style-type: none"><li>• Monitors the service performance framework</li><li>• Effective service design</li></ul>

- Plan and monitor all matters allocated, to achieve timescales & outcomes required by client
- That all chargeable time is recorded accurately, timely, in a manner that is understandable by clients.

Capability	Descriptor
Organisational leadership & resilience	<ul style="list-style-type: none"><li>• Deals with performance issues</li><li>• Maintains business continuity</li><li>• Role model of how we work principles</li></ul>

- To be trustworthy, ethical and a good time manager
- Flexible in relation to working hours
- Act as a positive role model for WCC’s values and behaviours
- Represent the interests of the Council on external bodies and networks

## 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



### Our Behaviours

