

<b>Directorate: Service area:</b>	Resources Legal and Democratic Young People Legal Service
<b>Accountable to:</b>	Tier 4B Senior Solicitor Team Lead
<b>Accountable for:</b>	
<b>Politically restricted post</b>	No
<b>Delivery teams:</b>	Legal and Democratic: Young People Legal Service
<b>Job Title:</b>	Solicitor (Court Team)
<b>Grade:</b>	Hay 10

### 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. Advise, represent, and support in relation to children, especially child protection and public law and generally as required.</li> <li>2. Manage a substantial and complex personal caseload of legal work commensurate with the role of lawyer in all aspects of service delivery, applying sound judgement in reaching decisions and leading by example.</li> <li>3. Provide accurate, succinct, and timely legal advice, representation and support to Officers, Council Members and external clients.</li> </ol>
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	<ol style="list-style-type: none"> <li>4. To represent the Council and other local authority clients in appropriate courts and tribunals dealing with complex and contentious cases</li> <li>5. Draft and negotiate various agreements and other documentation on behalf of clients with varying degrees of complexity and instructing Counsel where appropriate.</li> <li>6. To prepare and give briefings to Officers and Members and to input into decision making reports in respect of the same.</li> <li>7. Provide legal advice to Member Committees as required</li> <li>8. Identify and escalate risks and issues which would impact any aspect of WCC operations or reputation.</li> <li>9. Participate with and support other team members in the delivery of services to clients.</li> </ol>
<b>Key business measures</b>	<ul style="list-style-type: none"> <li>• Time Utilisation (Charged Hours)</li> <li>• Client Satisfaction</li> </ul>
<b>Statutory responsibilities</b> ( <i>if applicable</i> )	n/a
<b>PQE</b>	<b>Solicitor / Barrister:</b> Qualified lawyer with demonstrable experience in practice area or transferable skills from other practice disciplines (eg family or criminal law)
<b>General experience</b>	<ul style="list-style-type: none"> <li>- Experience in the law relating to children, especially child protection and public law (or transferable skills)</li> <li>- Service delivery to multiple clients in accordance with service level agreements and/or customer service standards.</li> <li>- Knowledge of delivering legal advice within local government or similar environment.</li> <li>- Experience and understanding of the need for political sensitivity and awareness.</li> <li>- 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.</li> </ul>

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<b>Specific experience/skills</b>	<ul style="list-style-type: none"> <li>• Knowledge of law relating to children</li> <li>• Responsibility with minimal supervision for own childcare caseload including applications, case preparation, assimilation of evidence including complex cases etc</li> <li>• 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 judiciary up to circuit judges (with the opportunity to appear before s9 and High Court judges) .</li> <li>• Attend, advise and provide legal services to client Children's team as required.</li> </ul>
<b>Specific qualifications/and registration</b>	Solicitor (SRA Admitted) or Barrister (BAR Council registered), qualified to practice in England and Wales
<b>Budget responsibility</b>	<ul style="list-style-type: none"> <li>• To comply with WCC's financial policy and requirements.</li> <li>• To identify and propose opportunities for innovation, commercialisation, cost savings, cost recovery or income generation across WCC.</li> </ul>
<b>FTE responsibility (line management)</b>	n/a
<b>Key stakeholder relationships</b>	<ul style="list-style-type: none"> <li>- Council Members</li> <li>- Council Management</li> <li>- Council Officers</li> <li>- Internal and External Clients</li> <li>- WLS colleagues</li> <li>- Counsel</li> </ul>

## 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



**Strategy...** the direction we will take to achieve our outcomes



**Plan...** what we will do to achieve the strategy



**Commissioning...** the process of how we will plan, purchase and monitor our services



**Strategic Commissioning...** the process for understanding, planning and delivering services to achieve the best outcomes



**Operational Commissioning...** the process for meeting need at an individual level or to a specific group



**Delivery...** providing services to our customers

