|  |  |
| --- | --- |
| **Job Description and Person Specification** |  |
| **This authority has a responsibility for, and is committed to, safeguarding and promoting the welfare of children, young people and adults at risk, and requires all staff and volunteers to share this commitment.**  **Solihull Council is committed to equal opportunities and expects all staff and volunteers to recognise and value differences.** | |

**SECTION A: Role Profile**

|  |  |  |  |
| --- | --- | --- | --- |
| **Post Title** | Adult Social Care Solicitor | **Post No** | ST421 |
| **Directorate** | Resources | | |
| **Division** | Legal and Democratic Services | | |
| **Band and Salary** | Band F plus 3 Market Force Increments  £42,403 to £51,515 per annum. Incremental progression is subject to performance. | | |
| **Responsible to** | Senior Solicitor, Social Care and Education | | |
| **Location** | Council House, Solihull, or wherever directed by manager | | |
| **DBS Check** | Not Applicable | | |

|  |  |
| --- | --- |
| **Fluency Duty** | This post is covered by the Fluency Duty, as outlined in the Code of Practice on the English language requirements for public sector workers. |
| **Special Conditions** | The post holder will work standard hours of work however in order to meet the needs of the role, flexibility will be required for attendance at Court and Committee meetings beyond standard office hours. There may also occasionally be a requirement to be available to give legal advice out of office hours. |

|  |
| --- |
| **Role Purpose** |
| On behalf of the Council, its partners and clients, to undertake a wide variety of court based litigation, legal policy and procedure work in relation to Social Care and Education with a primary focus on Adult Social Care matters. |

|  |
| --- |
| **Role Responsibilities** |
| Main Duties:   * Primarily the post holder will be responsible for providing legal support to our Adult Social Care Directorate. The post holder may also be required to assist with other areas of work undertaken by the Social Care and Education Team, including on behalf of our Children’s Services and Skills Directorate. * Advising Members and Officers of the Council, its partners and clients on legal procedural and policy matters. * Managing a full, varied and demanding caseload. * Giving advice and drafting legal documents on a range of legal issues, including policy and procedure. * Conducting litigation and advocacy on behalf of the Council in all levels of civil and criminal courts, tribunals, panels and enquiries. * Advising clients of legal and other consequences of proposed courses of action, so as to enable them to give or modify instructions effectively and to act lawfully, and in the best interest of the Council, Partner or Client. * Participating in the briefing and training of clients, colleagues, and wider partner authorities to ensure that they are kept up to date with the law and emerging issues. * As and when required attending Council Committees and Sub-Committees and handling legal and advisory work connected with this. * Accurately recording time worked. * Conducting all work in accordance with Practice Management Standards laid down by the Law Society (Lexcel) and all other Departmental and performance standards. * Any other appropriate duties as and when required. |

**Section B: Person Specification**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Essential Criteria** | **Desirable Criteria** | **Measured By** |
| **Education & Qualifications** | Qualified in England or Wales as a Solicitor, Barrister, or a Fellow of the Chartered Institute of Legal Executives,  Or  A part qualified Legal Executive who can evidence that they will have finalised their qualification within 6 months of commencing employment. | Current Practising Certificate.  FILEx who have experience in adult social care. | Application / Interview / Certificates |

|  |  |  |  |
| --- | --- | --- | --- |
| **Experience & Knowledge** | Detailed technical knowledge and recent legal practice as a solicitor/barrister in adult social care law. | Experience of working within a local authority legal department. | Application Form/ Interview/ Test |
| Demonstrable understanding of Adult Social Care legislation, relevant case law and guidance including the Care Act 2014 and Mental Capacity Act 2005. | Understanding of or recent legal practice in public law childcare and/or education law. | Application Form/ Interview/ Test |
| Knowledge and practical experience of Court of Protection Proceedings, court protocols and procedures. |  | Application Form/ Interview/ Test |
| Experience of undertaking advocacy in recent legal practice. |  | Application Form/ Interview/ Test |
|  | Previous use of Iken or other case management systems | Application Form |
|  | An understanding of the requirements of LEXCEL Law Society Practice Management Standards | Application Form |

|  |  |  |  |
| --- | --- | --- | --- |
| **Skills & Abilities** | Effective communication skills, including the ability to communicate and present complex information both verbally and in writing. | Innovative skills | Application Form/ Interview/ Test |
| Attention to detail and accuracy |  | Application Form/Interview |
| Proven ability to work both independently on own initiative and collaboratively as part of a team. |  | Application/ Interview |
| Proven ability to prioritise, plan and organise time to meet required deadlines. |  | Application/ Interview |
| Proven ability to work calmly and efficiently under pressure, to deal with unforeseen and urgent situations, and to work within tight time constraints. |  | Application/ Interview/Test |
| Proven ability to negotiate, and influence others. |  | Application/ Interview |
| Excellent research skills and the ability to analyse and interpret information from a variety of sources. |  | Application/ Interview |
| Proven ability to understand and meet client expectations. |  | Application/ Interview |
| Computer literate and self-sufficient in the use of IT, in particular Microsoft Outlook and Word (or equivalent) and use of a Case Management System |  | Application Form |
| The ability to maintain up to date Lexcel compliant files. | Previous experience of LEXCEL Law Society Practice Management Standards | Application/ Interview |
| Willingness to undertake advocacy |  | Interview |

|  |  |  |
| --- | --- | --- |
| **Core Behaviours** | **Excellence -** With enthusiasm, you work to deliver a high-quality service from your work location, whether that be in a Council building or in a remote working location, to meet customer, organisation and personal expectations. You adopt a ‘can do’ attitude in all of the work you deliver, ensuring it meets the needs of current and potential customers. | Interview |
| **Simplicity -** You actively seek ways to prevent over-complication or confusion, by adopting the most simplified approach to work. You communicate clearly and concisely, ensuring that the message is understood by all taking into account hybrid working. | Interview |
| **Trust and Respect -** You are aware of your impact on others including confidentiality, team relationships and wellbeing. You value openness and listen carefully to understand the views of others. You promote the values of inclusion and diversity and actively work to minimise any harm caused to others in order to foster an environment of mutual trust and respect | Interview |
| **Working Together -** You work with others to reach a common goal; sharing information, supporting colleagues, both in their work and wellbeing, and searching out expertise and solutions from relevant partners and/or the communities we serve. | Interview |
| **Responsibility -** You take ownership for your own wellbeing, work and working environment and use your initiative to deliver. You are accountable for your own performance and development, and you take responsibility for your actions and decisions. | Interview |

|  |  |  |  |
| --- | --- | --- | --- |
| **Other Requirements** | Applicants must be able to travel around the Borough and the vicinity. |  |  |
| Flexible approach to attend Committee Meetings and Court Hearings outside office hours on occasion. |  |  |

|  |  |
| --- | --- |
| **Compiled/Reviewed by** | Paula Brown |
| **Date** | Aug 2024 |

**Section C: Additional Information**

**Corporate Parent Responsibilities**

All employees should act as an advocate for our Looked After Children; fulfilling our corporate parenting responsibilities by considering Children and Young People in everything we do.

**Health and Safety**

Health and safety laws require all employees to help the Council maintain and improve health and safety standards. This means that the post holder must take reasonable care of his/her own and others’ health and safety and co-operate with any reasonable request to support the Council, managers and other employees, in meeting their health and safety legal responsibilities. Line managers have additional responsibilities to ensure that policies, procedures and safe systems of work are implemented on a daily basis.

All duties and responsibilities must be carried out in line with the Council’s Corporate Health and Safety Policy and any local safety procedures.

**Information Management**

As an employee of the Council, the post holder will be expected to manage information in accordance with standards outlined in the Corporate Records Management and Information Security policies. They will ensure that information used is held and transmitted securely in a manner commensurate with its sensitivity, and that it complies with the provisions of Data Protection legislation and guidance.

The post holder will be accountable for ensuring that he/she is aware of relevant Council policies and that all duties and responsibilities are carried out in line with the appropriate policies and procedures.

**Training and Development**

The Council is committed to the personal and organisational development of the individual. The post holder will be encouraged to identify job-related development needs.

**Solihull Behavioural Framework**

The Council expects all employees to conduct themselves in a way that is consistent with the values and behaviours set out in the Solihull Behavioural Framework.

**Mobility**

Whilst this post is initially to a specific post, the post holder may be exceptionally required to transfer to any post appropriate to their grade at such a place as in the service of the Council they may be required.

**Variations to Job Descriptions**

Due to changing customer demands, duties and responsibilities are likely to vary from time to time and the Council therefore retains the right to amend job descriptions to reflect changing requirements.