CITY OF BRADFORD METROPOLITAN DISTRICT COUNCIL

**NEW 05**

JOB PROFILE

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| **DEPARTMENT: Legal and Democratic Services** | **SERVICE GROUP: Social Care** | |
| **POST TITLE: Lawyer/Senior Lawyer**  **(Social Care)** | **REPORTS TO: Team Leader**  **(Social Care)** | |
| **GRADE: PO 3-6 (Career Grade)** | | **SAP POSITION NUMBER :** |

The following information is furnished to help Council staff and those people considering joining the City of Bradford Metropolitan District Council to understand and appreciate the general work content of their post and the role they are to play in the organisation. The following points should be noted:

The employee competencies are the minimum standard of behaviour expected by the Council of all its employees and the management competencies outlined are those relevant for a post operating at this level within our organisation.

Both sets of competencies will be used at interview stage and will not be used for short listing purposes. As a candidate/employee you will be expected to demonstrate your ability meet the special knowledge, experience and qualifications required for the role by providing evidence in the application form for the purpose of shortlisting.

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| **Key Purpose of Post:** | | | |
| To assist the Team Leader and the Deputy Team Leader in the provision of high quality professional legal services to Children’s Services and the department of Health and Well Being, primarily in relation to social care law, safeguarding and procedure concerning children and vulnerable adults. To provide supervision and support to more junior staff. | | | |
| **Main Responsibilities of Post:** | | | |
| The post holder is required to exercise professional judgment and make all day-to-day operational decisions on allocated matters and cases in the context of legal advice and assistance given to Council Officers and Members. The post holder is not expected to make strategic decisions, as this is the role of the Team Leader, Deputy Team Leader, Assistant City Solicitor and City Solicitor, but is expected to contribute to the development of the service provided and to provide supervision and support to more junior staff.  The post holder is expected to influence and negotiate with contacts both internal and external to the council. Contacts include Officers at Chief Executive level and below, elected members, Courts, Tribunals and regulatory bodies of staff, private practice solicitors and barristers and other professionals involved in the area of work.  The main duties of the post are:   1. To act as a senior case holder and advocate, in providing professional legal services to the Children’s Services and the Health and Well Being Directorates in relation to legal issues relating to children and vulnerable adults. 2. To give legal advice and guidance to the Children’s Services and Health and Well Being Directorates and to Committees and Sub-Committees of the Council. This includes being part of the Team Duty Senior Legal Officer rota (in office hours). 3. To act under pressure in the face of competing demands arising form emergency and urgent situations. 4. To co-ordinate the work relating to Social Care matters, to ensure that cases are prepared to professional standards and in compliance with relevant legislation, Regulations, Statutory Guidance, Practice Directions and the Public Law Outline and to ensure that Court commitments and deadlines are properly met. 5. To provide supervision and support to more junior staff. 6. To act under pressure in the face of competing demands arising form emergency and urgent situations. 7. To deliver training to colleagues, clients and elected members. 8. To undertake such duties as may be allocated by the Team Leader or Deputy Team Leader, to include the preparation of reports, advice and guidance. 9. To advise Committees, Sub-Committees, Members, Officers and any organisation with which the Council has a formal arrangement for the giving of advice. 10. To provide professional legal services to the Council departments and to the Children’s Services and Adults and Health and Well Being Directorates as may be required from time to time. 11. To assist other public authorities within the West Yorkshire area on legal matters as may be required from time to time.   The post holder is responsible for confidential case papers and files. | | | |
| **Structure**  Provides the legal service to the Children’s Services and Health and Well Being Directorates | | | | |
| **Special Knowledge Requirement:** | | | |
| **Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column**. | | | | |
|  | | | **Essential** | |
| Due to the Governments Fluency in English Duty for posts where employees speak directly to members of the public the post holder is required to meet either the Lower threshold level – where the person is able to demonstrate that they can during the interview:  a) Can express themselves fluently and spontaneously , almost effortlessly  b) Only the requirement to explain difficult concepts simply hinders a natural smooth flow of language | | | X | |
| Carries out the working practices, procedures and operations across the specialist area of social care legal work in relation to children and vulnerable adults. | | | X | |
| Understands and applies health and safety working practices, including risk in their own area of work. | | | X | |
| Uses a wide range of basic computer applications | | |  | |
| Knows and understands how to analyse, interpret and present complex information from a variety of sources. | | | X | |
| **Relevant experience requirement:** | | | | |
| For appointment to the post of Lawyer on PO3/4   6 months to 3 years experience in practising as a trainee solicitor, solicitor, barrister, or Fellow of the Chartered Institute of Legal Executives in the fields of civil or criminal litigation, (or both).  For appointment to the post of Senior Lawyer on PO5/6 a minimum of 5 years experience in practising as a solicitor, barrister or Fellow of the Chartered Institute of Legal Executives in the fields of civil or criminal litigation (or both) is required.  Less than 5 years experience may be acceptable for an outstanding candidate.  Please note that progression beyond PO4 to PO5, and beyond PO5 to PO6, is not automatic but dependent on meeting particular criteria. | | | | |
| **Relevant professional qualifications requirement:** | | | | |
| The post holder will be a solicitor entitled to practice in England and holding a current  practising certificate, a barrister entitled to practice in England and holding a current  practising certificate or a Fellow of the Chartered Institute of Legal Executives. | | | | |
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| **Core Employee Competencies** | | | | |
| **Carries Out Performance Management –** covers the employees capacity to manage  their workload and carry out a number of specific tasks accurately and at a high standard | | | | |
| **Communicates Effectively** - covers a range of spoken and written communication skills required as a regular feature of the job. It includes exchanging information/building relationships, giving advice and guidance, counselling, negotiating and persuading and handling private, confidential and sensitive information. | | | | |
| **Carries Out Effective Decision Making** - covers a range of thinking skills required for taking initiative and independent actions within the scope of the job. It includes planning and organising, self effectiveness and any requirements to quality check work. | | | | |
| **Undertakes Structured Problem Solving** **Activity** - covers a range of analytical skills required for gathering, collating and analysing the facts needed to solve problems. It includes creative and critical thinking, developing practical solutions, applying problem solving strategies and managing interpersonal relationships. | | | | |
| **Operates with Dignity and Respect** - covers treating everyone with respect and dignity, maintains impartiality/fairness with all people, is aware of the barriers people face. | | | | |
| **Management Competencies** | | | |
| **Operates with Strategic Awareness** Our managerswork with corporate priorities and policies in a joined up way with others, internally and externally. Works democratically, transparently and accountably. | | | |
| **Practices Appropriate Leadership** Our managers motivate their staff to exceed expectations through raising their awareness of goals and moving them beyond self interest for the sake of the team or service. They consider serving the District in all that they do. | | | |
| **Delivering Successful Performance** Our managers monitor performance of services, teams & individuals against targets & celebrate great performance. They promote the District’s vision & work to achieve Council’s values & agreed outcomes. | | | |
| **Applying Project and Programme Management** Our manager’s work to ensure that outcomes and objectives are achieved within desired timescales, make best use of resources and take a positive approach to contingency planning. | | | |
| **Developing High Performing People and Teams** Our managers coach individuals and teams to achieve their potential and take responsibility for continuous improvement. They champion the Council’s values and goals. | | | |
| **Working Conditions:** | | | |
| Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act 2010 in relation to disability provisions.  Must be able to work evenings, weekends and Bank Holidays as required by the needs of the service. | | | |
| **Special Conditions:** | | | |
| Management may require that a Disclosure and Barring Check or similar be carried out as part of the recruitment process. | | | |
| **Compiled by:**  **Dermot Pearson**  **Date: 19 April 2015** | **Grade Assessment Date:** | **Post Grade:**  **PO 3-6 (Career Grade)** | |
| **For HR use only** | **SAP Input Date** | **Name of Data Inputter** | |

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