

JOB DESCRIPTION	
<b>Job Title:</b>	Lawyer / Senior Lawyer (Children's Social Care and Safeguarding)
<b>Office:</b>	Pathfinder Legal Services Limited
<b>Directorate:</b>	Children's Social Care & Safeguarding
<b>Reports to:</b>	Principal Lawyer (Childcare)
<b>Grade:</b>	C:6 - E
<b>Location:</b>	Northampton/ Huntingdon/ Shefford (but able to travel to other offices as required)
<b>Hours:</b>	Full Time (37 hours)
OVERALL PURPOSE OF THE JOB	
To provide a range of public sector and not for profit clients with a professional and innovative legal service in respect of their Children's Social Care functions and other areas of legal practice where necessary.	
MAIN ACCOUNTABILITIES	
<ol style="list-style-type: none"> <li>1. To act as a legal advisor to the client organisations in relation to their Children's social care functions and other corporate or constitutional and administrative matters to ensure compliance with statutory duties and obligations and to protect the best interests of the client organisations.</li> <li>2. Advise upon and conduct proceedings relating to the care and protection of children and young people to secure the proper course of action and balanced and favourable judgements</li> <li>3. Advise upon other matters relating to children's social care as required by the client organisation.</li> <li>4. To provide legal advice and support services to clients, to liaise with clients and other witnesses and to advise on the appropriate course of action in both civil and criminal proceedings.</li> <li>5. Act as a source of legal advice and support to any of the client Committees and Directorates as directed to cover the absence of colleagues.</li> <li>6. To attend courts and tribunals undertaking advocacy where required and to represent clients in negotiations and discussions with third parties in matters regarding the areas of legal practice relevant to the post.</li> <li>7. To support the Pathfinder Legal Services Ltd management team in building and maintaining effective working relationships with clients to ensure the delivery of a seamless and client focussed service.</li> <li>8. To promote Pathfinder Legal Services Ltd and to identify further areas of development to both existing and potential work streams.</li> <li>9. To support the Pathfinder Legal Services Ltd management team by complying with all of Pathfinder Legal Services' practice management requirements including time recording and billing, Lexcel and other accreditation schemes.</li> </ol>	

10. To support the Pathfinder Legal Services Ltd management team in developing and maintaining effective partnerships, networks and joint working arrangements to ensure the most effective provision of Legal Services to meet the needs and aspirations of clients.
12. To contribute to the development, training or mentoring of colleagues where required.
11. To supervise other members of the team in a line management capacity where required.
12. To deputise for the Principal Lawyer or the Head of Children's Social Care Law and safeguarding where required.
13. Develop, provide legal input and deliver training courses to relevant persons to increase the clients' awareness of relevant legal issues and to increase their self-sufficiency.
14. To carry out such other legal work and other tasks as required by the Director of Pathfinder Legal Services, Heads of Service or Principal Lawyer from time to time including work within other unrelated legal fields.
15. To act as an authorised signatory for an appropriate shareholder client.
16. To buddy, train and support colleagues.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

PERSON SPECIFICATION			
<b>POSITION:</b>	Lawyer (Children's Social Care and Safeguarding)	<b>REPORTS TO:</b>	Principal Lawyer (Childcare)
<b>SERVICE:</b>	Children's Social Care & Safeguarding	<b>OFFICE:</b>	Pathfinder Legal Services Ltd
<b>GRADE:</b>	C:6 - E	<b>LOCATION:</b>	Northampton /Huntingdon /Shefford (but able to travel to other offices as required)

The following criteria are appropriate for this post. You must meet the essential criteria in order to be shortlisted for the post and it would be advantageous if you meet the desirable criteria.

QUALIFICATIONS	
<u>Essential</u> <ul style="list-style-type: none"> <li>Solicitor of the Supreme Court of England and Wales or member of the Bar who has completed pupillage or qualified Fellow of the Institute of Legal Executives or Chartered Legal Executive.</li> </ul>	<u>Desirable</u> <ul style="list-style-type: none"> <li>Member of the Law Society's Children Law Accreditation Scheme</li> </ul>
KNOWLEDGE AND EXPERIENCE	
<u>Essential</u> <b>Lawyer</b> <ul style="list-style-type: none"> <li>Demonstrable interest in, family law, particularly Public Law Children matters.</li> </ul>	<u>Desirable</u> <ul style="list-style-type: none"> <li>At least 2 years post qualification experience of dealing with public law Children Act matters at any fee earner level.</li> <li>Experience of public law Children Act matters gained in a Local</li> </ul>

- A demonstrated understanding of the local government legal framework including practice and policy issues.
- Knowledge of and ability to apply and interpret child related law including care and adoption proceedings and public law outline.
- Willingness to develop advocacy skills.
- Ability to conduct legal research, interpret legislation and summarise the key points of relevant legislation and case law.
- Ability to develop client relationships and identify areas for expansion of work.

#### Authority setting

- Experience of delivering training
- Experience of successfully defending judicial review proceedings.

#### Senior Lawyer

- At least 10 years post qualification experience of family law, particularly Public Law Children matters.
- Understanding of the local government legal frameworks including practice and policy issues.
- Knowledge of and ability to apply and interpret complex child related law including care and adoption proceedings and public law outline.
- Ability to undertake own advocacy
- Ability to conduct legal research, interpret legislation and summarise the key points of relevant legislation and case law.
- Ability to develop client relationships and identify areas for expansion of work.

#### **SKILLS**

##### Essential

- Ability to work under own initiative, and to look ahead, anticipate challenges and deal with them pro-actively.
- Ability to communicate effectively both verbally and in writing with a diverse range of persons/organisations.

##### Desirable

- Flexibility with office hours – working to the demands of the job - and ability to attend evening meetings.
- Ability to train, coach and mentor colleagues within the team.

- Ability to work under pressure and meet tight deadlines.
- Ability to plan and prioritise work effectively to meet own objectives and those of the team.
- Ability to adapt to change.
- Flexible approach to teamwork with a willingness to provide cover in colleagues' absence and to pick up work outside of own specialism if necessary.
- Ability to learn and master new areas of law and legal practice quickly.
- Ability to evaluate information in complex situations and the confidence to take sound decisions independently.
- Ability to travel to meetings at client offices and to work in the other locations when necessary.
- Drive, enthusiasm, versatility and self-motivation
- IT Skills:
  - Microsoft Office
  - Internet Search and Retrieval
  - Bespoke Software Including Performance and Case Management
- Ability to develop and express creative proposals for continuous improvement of services.
- A commitment to Lexcel / Quality Management Standards.
- Experience of devising and delivering legal briefings and/or training programmes

## EQUAL OPPORTUNITIES & HEALTH & SAFETY

### Essential

- Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.
- Ability to demonstrate a clear understanding of, and commitment to, health & safety.