

JOB DESCRIPTION	
<b>Job Title:</b>	Lawyer / Senior Lawyer (Practice Area: Adult Social Care)
<b>Office:</b>	Pathfinder Legal Services Ltd
<b>Directorate:</b>	Community Care and Litigation
<b>Reports to:</b>	Principal Lawyer (Practice Area: Adult Social Care)
<b>Grade:</b>	C:6 - E
<b>Location:</b>	Northampton, Huntingdon, Shefford (With 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 clients with a professional and innovative legal service predominantly in respect of their Adults Community Care and Litigation functions, and other areas of legal practice where necessary.	
MAIN ACCOUNTABILITIES	
<ol style="list-style-type: none"> <li>1. Advise upon and conduct proceedings relating to the care and protection of adults with community care or mental health needs to secure the proper course of action and balanced and favourable judgments.</li> <li>2. To act as a legal advisor to client organisations to ensure awareness of their safeguarding responsibilities and ensure compliance with statutory duties and obligations and to protect the best interests of the client organisations.</li> <li>3. Develop and provide legal input in to training courses for social care and mental health workers and other relevant persons to increase the clients' awareness of relevant legal issues and to increase their self-sufficiency.</li> <li>4. Advise upon other matters relating to the law of adults health and social care as required by the client organisation.</li> <li>5. To supervise other members of the team in a line management capacity where required.</li> <li>6. Act as a source of legal advice and support to any of the clients' senior management or decision-making bodies, as directed, to cover the absence of colleagues.</li> <li>7. Such other legal and practice related work as the Director of Pathfinder Legal Services Ltd requires from time to time.</li> </ol>	

8. To deputise for the Principal Lawyer (Practice Area: Adult Social Care) or the Head of Community Care and Litigation where required.
9. 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.
10. To support the Pathfinder Legal Services Ltd management team by complying with all Legal Services' practice management requirements including time recording and billing, Lexcel and SRA regulatory requirements.
11. 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.
12. 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.
13. To contribute to the development, training or mentoring of colleagues where required.
14. To buddy, train and support colleagues.
15. To act as an authorised signatory for an appropriate shareholder client

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 / Senior Lawyer (Practice Area: Adult Social Care)	<b>REPORTS TO:</b>	Principal Lawyer (Practice Area: Adult Social Care)
<b>SERVICE:</b>	Community Care and Litigation	<b>OFFICE:</b>	Pathfinder Legal Services Ltd
<b>GRADE:</b>	D/E	<b>LOCATION:</b>	Northampton, Huntingdon, Shefford (but with 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 / qualified Fellow of the Institute of Legal Executives or Chartered Legal Executive with litigation and advocacy rights.</li> </ul>	<u>Desirable</u> <ul style="list-style-type: none"> <li></li> </ul>
KNOWLEDGE AND EXPERIENCE	
<u>Essential</u> <ul style="list-style-type: none"> <li>At least 1 years post qualification experience of adult health and social services work, preferably gained in a Local Authority or health setting.</li> <li>Knowledge of and ability to apply and interpret Health &amp; Adult Social Care and mental health related law.</li> </ul>	<u>Desirable</u> <ul style="list-style-type: none"> <li>Experience of working within a local authority or health organisation</li> <li>Experience of line managing and supervising people.</li> <li>Experience of advising NHS clients</li> </ul>

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| <ul style="list-style-type: none"> <li>• Ability to conduct legal research, interpret legislation and summarize the key points of case law.</li> <li>• Previous advocacy experience.</li> <li>• Experience of Court of Protection welfare matters.</li> </ul> | <ul style="list-style-type: none"> <li>• Experience of successfully defending judicial review proceedings</li> <li>• Experience of advising local authority's in respect of their public health responsibilities</li> </ul> |
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## 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.
- 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 team work with a willingness to travel to different offices and to provide cover in colleagues' absence.
- Ability to evaluate information in complex situations and the confidence to take sound decisions independently.
- Ability to build and maintain good working relationships with a wide range of professional clients.

### Desirable

- Training – experience of devising and delivering training programmes to Social Care/ mental health staff.
- Ability to develop and express creative proposals for continuous improvement of services.
- An approach to problem solving that demonstrates an awareness of the clients' corporate priorities
- A commitment to Lexcel / Quality Management Standards

## **EQUAL OPPORTUNITIES & HEALTH & SAFETY**

### Essential

- Ability to demonstrate awareness and 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