

### JOB DESCRIPTION

<b>Job Title:</b>	Senior Lawyer with management responsibilities (Practice Area: Adult Social Care)
<b>Office:</b>	Pathfinder Legal Services Limited
<b>Directorate:</b>	Community Care and Litigation
<b>Reports to:</b>	Principal Lawyer (Practice Area: Adult Social Care)
<b>Grade:</b>	E
<b>Location:</b>	Huntingdon, Northampton or Shefford (but able to travel to other offices as required)
<b>Hours:</b>	Full Time (37 hours)

### OVERALL PURPOSE OF THE JOB

To lead and manage a team of fee earners (where relevant management responsibilities may also include Trainee Solicitors, paralegals and qualified lawyers) whilst also providing a range of public sector clients with a professional and innovative legal service predominantly in respect of their Adults Community Care and Litigation and other areas of legal practice where necessary.

### MAIN ACCOUNTABILITIES

1. To contribute to the management of the team, deputising for the Principal Solicitor/ Head of Service as and when required, attending management meetings.
2. To have specific management responsibilities to supervise and mentor other members of the team in a line management capacity including allocation, performance, productivity, motivation and development, recruitment and selection and appraisals.
3. To supervise other members of the team in a line management capacity where required.
4. To be a lead within the team taking responsibility for the more complex and difficult cases and providing guidance and support to other members of the team.
5. Provide legal advice and services to client organisations in a all aspects of community care and health matters and other areas of legal practice where necessary to ensure compliance with statutory duties and obligations and to protect the best interests of the client organisations.
6. 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.
7. To instruct and manage suppliers of external legal services such as barristers and independent experts in accordance with the requirements of each client.
8. To support Pathfinder Legal Services with the provision of high-quality legal services that represents best value for clients.

9. To develop and provide legal input in to training courses for social care, mental health and health workers and other relevant persons to increase the clients' awareness of relevant legal issues and to increase their self-sufficiency.
10. To support the Pathfinder Legal Services management team with any new business development opportunities and to raise the profile of Pathfinder Legal Services with both our existing client base and potential new clients.
11. To support the Pathfinder Legal Services management team with the development and delivery of training courses, briefing notes and legal clinic/surgeries for the range of Pathfinder Legal Services clients.
12. To undertake such other legal and practice related work as the Director of Pathfinder Legal Services requires from time to time.
13. To support the Pathfinder Legal Services management team by complying with all Legal Services' practice management requirements including time recording and billing, Lexcel and SRA regulatory requirements.
14. Support the Pathfinder Legal Services 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.
15. To act as an authorised signatory for an appropriate shareholder client.
16. To buddy, train and support colleagues.

This job description reflects the key duties 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 key duties 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 with management responsibilities (Practice Area: Adult Social Care)	<b>REPORTS TO:</b>	Head of Service
<b>SERVICE:</b>	Community Care and Litigation	<b>OFFICE:</b>	Pathfinder Legal Services Limited
<b>GRADE:</b>	E	<b>LOCATION:</b>	Huntingdon, Northampton or 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 / qualified Fellow of the Institute of Legal Executives or Chartered Legal Executive</li> </ul>	<u>Desirable</u> <ul style="list-style-type: none"> <li>Leadership/Management Qualification</li> </ul>
KNOWLEDGE AND EXPERIENCE	
<u>Essential</u> <p>A demonstrated understanding of the local government legal framework including the relevant practice and policy issues in relation to the range of community care and health related areas</p> <ul style="list-style-type: none"> <li>Advocacy skills and thorough knowledge of the Court of Protection Rules and the Civil Procedure Rules</li> <li>Evidenced experience of conducting judicial review proceedings</li> </ul>	<u>Desirable</u> <ul style="list-style-type: none"> <li>At least two years post qualification experience preferably gained in a Local Authority setting</li> <li>Knowledge and understanding of the legal framework and operation of Local Government</li> <li>Speaking in public (experience may be by way of advocacy, delivering presentations or training or participating in meetings)</li> <li>Experience of planning and delivering legal briefings/training courses</li> </ul>

- Knowledge of and ability to apply and interpret law relating to the relevant service area
- Ability to develop client relationships and identify areas for expansion of work
- Ability to conduct legal research, interpret legislation and summarise the key points of case law
- Demonstrated success at managing a team's workload including attracting and developing new clients/areas/pieces of work
- Experience of leading, managing or supervising a team of experienced professionals successfully

## SKILLS

### Essential

- Ability to lead and motivate others
- Ability to communicate effectively both verbally and in writing with a diverse range of persons/organisations
- Ability to work under own initiative, and to look ahead, anticipate challenges and deal with them pro-actively
- Ability to work unsupervised and to provide sound and clear advice on own initiative
- Ability to plan and prioritise work effectively to meet own objectives and those of the team
- Ability to evaluate information in complex situations and the confidence to take sound decisions independently
- Ability to work under pressure, meet tight deadlines, adapt to change and to manage competing priorities
- Team player with an approachable, adaptable and positive attitude towards work with a willingness to provide cover in colleagues' absence and to pick up work outside of own specialism if necessary
- Excellent client care skills and a commitment to client focus and continuing service development
- Ability to travel to meetings at client offices and to work in other office locations on a regular basis
- Ability to work to time recording targets
- Drive, enthusiasm, versatility and self-motivation

### Desirable

- Flexibility with office hours – working to the demands of the job
- An approach to problem solving that demonstrates an awareness of a client Council's corporate priorities
- A commitment to Lexcel / Quality Management Standards
- Political astuteness

- Computer literate with experience in using Microsoft office, legal research tools and bespoke software including case management systems.

#### **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