JOB DESCRIPTION	
Job Title:	Senior Lawyer with Management Allowance (Practice Area: SEN)
Office:	Pathfinder Legal Services Limited
Directorate:	Community Care and Litigation
Reports to:	Principal Lawyer (Practice Area: Litigation)
Grade:	E
Location:	Huntingdon, Northampton or Shefford (but able to travel to other offices as required)
Hours:	Full Time (37 hours)

OVERALL PURPOSE OF THE JOB

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

MAIN ACCOUNTABILITIES

1. To work as part of a team in the provision of a professional legal service to a range of public sector and not for profit clients regarding SEN and education, ensuring awareness of and compliance with legal duties within client organisations and protecting their best interests.
2. To manage a case load of complex cases, comprising mainly SEN Tribunal cases, with minimum supervision.
3. To undertake advocacy in case management hearings and final hearings in the first tier SEND Tribunal and to instruct counsel as appropriate.
4. To ensure the effective identification and awareness of risks associated with the relevant areas of legal practice.
5. To attend client liaison meetings to discuss ongoing cases and provide reassurance of a high quality service.
6. To act as a point of contract on a variety of cases, to include taking instructions and giving advice, carrying out research, preparing applications, drafting documents and correspondence, commissioning and instructing expert witnesses, liaising with witnesses, attending meetings and providing advice and representation in courts or tribunals.
7. To develop, train and advise clients in legal skills and specific areas of law as appropriate.
8. To support the Pathfinder Legal Services management team in building and maintaining effective working relationships with clients to ensure the delivery of a seamless and client focussed service.
9. To support the Pathfinder Legal Services management team by complying with all SRA and practice management requirements including time recording, billing, Lexcel and other accreditation schemes.
10. To 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.
11. To make a positive contribution to the Litigation Team and contribute to the development, training or mentoring of colleagues where required.
12. Manage the activities of the team to include performance, caseloads and productivity, motivation and development, recruitment and selection and appraisals.

13. Supervise other members of the team in a line management capacity. To provide overall management of the teams complex and politically sensitive case load to ensure the provision of high quality, well researched and comprehensive legal advice within the timescales required by the client.
14. Provide supervision and manage the work of the team to ensure that professional guidance is given, that expertise is employed and work is allocated appropriately within the team.
15. To carry out other duties which fall within the broad spirit, scope and purpose of the job description as required by the Director of Pathfinder Legal Services, Heads of Service or Principal Lawyers from time to time and which are commensurate with the grade of the post.
16. To act as an authorised signatory for an appropriate shareholder client.
17. 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			
POSITION:	Senior Lawyer with Management Allowance (Practice Area:SEN)	**REPORTS TO:**	Principal Lawyer (Practice Area:Litigation)
SERVICE:	Community Care and Litigation	**OFFICE:**	Pathfinder Legal Services Ltd
GRADE:	E	**LOCATION:**	Huntingdon, Northampton, 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	
Essential	Desirable
• 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	• Leadership/Management Qualification
KNOWLEDGE AND EXPERIENCE	
Essential	Desirable
• Ability to conduct legal research, interpret legislation and summarise the key points of case law. • Experience of the SEN court and tribunal procedures. • Experience of applying local government law, especially in relation to o Education law o Judicial Review o FOI/ DPA • Experience of successfully defending judicial review proceedings	• At least two years post qualification experience preferably gained in a Local Authority setting • Knowledge and understanding of the legal framework and operation of Local Government

- Experience of conducting complex case files, drafting pleadings and witness statements.
- Ability to conduct legal research, interpret legislation and summarize the key points of case law.
- Ability to undertake own advocacy.

SKILLS

Essential

- Ability to supervise 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.	