Senior Solicitor – Adult Services and Human Rights

£41,967 - £52,455

Council House, 1 Victoria Square, Birmingham B1 1BB

Working 36.5 hours per week

At Birmingham City Council, we are always looking for people of the highest calibre whose knowledge, skills and experience will help us provide the best possible service. We are working to support a hugely diverse city with a wide range of services in order to make a positive difference every day to people’s lives.

Working within one of the largest legal teams in local government, you will be involved in complex, challenging work at this exciting time in Birmingham City Council’s future. Join us, and you’ll be in a great place for both professional and personal development in our large, vibrant and evolving city.

We are seeking an experienced legal professional to join our Adult Services and Human Rights Team.

You will have an in depth knowledge of the Care Act 2014 together with associated legislation and guidance and have experience of working on legal issues in the areas of mental health, mental capacity including Court of Protection applications and the health/social interface and judicial review proceedings.

You will have responsibility for a varied caseload, undertaking high-level cases and advice which can be both politically and financially sensitive.

You will also have line management responsibilities which will include developing other members of the team.

For informal enquiries in relation to this role, please contact Charmaine Murray on 0121 303 2857.

Ref: EC2032017

Closing date: Friday 11th August 2017

A Disclosure and Barring Service (DBS) check will be undertaken.

“Right to work in the UK documentation will be fully checked for all applicants. All non UK and non EU applicants are required to apply for a Certificate of Sponsorship from Birmingham City Council and must be approved by the UK Border Agency (UKBA) before any employment offer can be confirmed.”
Economy Directorate

Job Description

Post: Senior Solicitor/Barrister/Lawyer
Salary/Grade: 6
Division: Legal Services
Section: Adult Services and Human Rights Team

1. **Job Purpose**
   1.1 To provide legal services to City Council departments, its officers and employees.
   1.2 To provide representation for the City Council at the Law Courts, Tribunals and meetings as required by the nature of your work.
   1.3 To provide proactive management and leadership of staff for whom the postholder has responsibility.
   1.4 To provide support to the City Solicitor/Head of Law with regard to the conduct of legal casework.

2. **Duties and Responsibilities**
   2.1 To carry out the duties of a Senior Solicitor/Barrister/Lawyer to the Departments of the City Council in connection with such matters as may be allocated.
   2.2 To assist with legal proceedings in Courts, Inquiries, Arbitrations and Tribunals for which the Council is a party.
   2.3 To act as an advocate for the City Council in such proceedings as may be required by the nature of your work.
   2.4 To prepare reports for, and attend Committees, Sub-Committees and Executive Committee as required by the Strategic Director – Finance and Legal, City Solicitor or Head of Law.
   2.5 To give instructions and training as required to other Solicitors/Barrister/Lawyer, Legal Executives and Legal Assistants.
   2.6 To provide training as required to officers of other departments, local authorities and external organisations.
   2.7 To undertake in conjunction with the Head of Law all aspects of management and supervision of the team.
2.8 To provide proactive management and leadership to those staff for whom the postholder has responsibility:

(i) Ensuring that Appraisals are carried out and training plans are implemented and evaluated to monitor effectiveness and value for money;

(ii) Develop a clear sense of direction and motivation within the team through the use of team meetings and supervision meetings;

(iii) To organise, allocate and reallocate work within the team as necessary including the setting and monitoring of performance indicators, targets and deadlines both internally and externally. This will include ensuring that department and client enquiries are dealt with effectively and efficiently;

(iv) To be committed to personal development and Investors in People principles;

2.9 To give assistance to the Head of Law with regard to the conduct of legal casework.

2.10 To undertake such other tasks as may be allocated from time to time by the City Solicitor or Head of Law.

2.11 To actively contribute to developing the departmental, divisional and team Business Plans ensuring that all team members are encouraged to contribute.

2.12 To contribute towards the development of the department’s Quality Management System, and to ensure that associated policies and procedures are adhered to within the team.

2.13 To comply with the City Council’s equal opportunities policy and other valuing diversity policies.

2.14 To participate in special projects or corporate working groups assigned to him/her or to represent the City Solicitor or the Legal Services Management Team on special projects or at meetings of relevant groups from time to time.

2.15 To undertake any other duties and responsibilities allocated to the postholder by the designated managers as are commensurate with the duties of this post, including working outside office hours.

3. **Supervision Received**

3.1 **Supervising Officer Job Title:** Head of Law (Adult Services and Human Rights Team)

3.2 **Level of Supervision**

1. Left to work within established guidelines subject to scrutiny by supervisor.

2. Plan own work to ensure the meeting of defined objectives.
4. **Supervision Given** (excludes those who are indirectly supervised i.e. through others).

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<th>Post Title</th>
<th>Grade</th>
<th>No. of Posts</th>
<th>Level of Supervision</th>
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<td>Such management responsibilities as agreed with the Head of Law to include the direct supervision of fee earners in accordance with Quality Standards.</td>
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5. **Special Conditions**

5.1 Working as an effective member of a team of lawyers to deliver the best possible outcome for the Council.

5.2 This is a politically restricted post for the purposes of the Local Government and Housing Act 1989.

☐ A Disclosure and Barring Service check will be undertaken.

Observance of the **City Council’s Equal Opportunities Policy** will be required.

6.0 **Location**

The Headquarters for the Legal Services Office is based at 10 Woodcock Street, Aston, Birmingham B7 4BL. The postholder will also travel to and or be based at other office(s) of Legal Services. The working week is based on 36.5 hours and a job-share system is in operation together with a flexitime scheme.
**Economy Directorate**

**Person Specification**

**Post:** Senior Solicitor/Barrister/Lawyer  
**Grade:** 6  
**Division:** Legal Services  
**Section:** Adult Services and Human Rights Team

**Method of Assessment (M.O.A.)** A.F. = Application Form; I = Interview; T. = Test or Exercise; C. = Certificate; P. = Presentation.

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<th>CRITERIA</th>
<th>ESSENTIAL</th>
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| **Education/Qualifications**  
NB: Full regard must be paid to overseas qualifications. | Solicitor/Barrister with current Practising Certificate or Lawyer with demonstrably equivalent skills, abilities and knowledge | AF & I |
| **Experience**  
(Relevant work and other experience) | Must be able to demonstrate a sound appreciation of the relevant area of law and local government practice | AF, I & T |
| | Must be able to demonstrate competent drafting and negotiating experience | AF, I & T |
| | Must have either experience or be able to demonstrate the necessary competencies to lead and develop a team. | AF & I |
| **Skills & Ability**  
e.g. written communication skills, dealing with the public etc. | STRATEGIC THINKING AND CHANGE MANAGEMENT | AF, I & T |
| | Must demonstrate an ability to be innovative and forward thinking | AF, I & T |
| | Must demonstrate an ability to translate corporate policies and objectives to team members clearly and concisely | AF, I & T |
| | Must demonstrate an ability to understand and react to the challenges facing an in-house legal service and local government | AF, I & T |
| **ORGANISATIONAL AWARENESS** | Must have a proven ability to actively develop and promote corporate aims and initiatives | AF & I |