JOB DESCRIPTION

JOB TITLE: SOLICITOR/BARRISTER/LAWYER
GRADE: 5
NO OF POSTS: 4

JOB NO:  
DIVISION: LEGAL & GOVERNANCE
SECTION: CHILDRENS LEGAL TEAM

POST REQUIRES POLICE / CRIMINAL RECORDS BUREAU CLEARANCE: YES/NO

1.0 JOB PURPOSE

1.1 To provide a high quality legal service in order to support Children’s Services in its mission to ensure that children are protected from significant harm.

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 support to the City Solicitor / Head of Law / Senior Solicitor/Barrister/Lawyer with regard to the conduct of legal casework.

1.4 To carry out such other duties in the Department as demand requires.

2.0 DUTIES AND RESPONSIBILITIES

2.1 To carry out the duties of a Solicitor/Barrister/Lawyer to the Departments of the City Council in connection with such matters as may be allocated.

2.2 To conduct casework as may be required by the nature of your work.

2.3 To act as an advocate in Courts, Inquiries, Arbitrations and Tribunals for which the Council is a party 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 City Solicitor or Head of Law.
To be committed to personal development and Investors in People principles.

To give assistance to the City Solicitor/Head of Law/Senior Solicitor/Barrister/Lawyer/Team Leader with regard to the conduct of legal casework.

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

To actively contribute to developing the departmental, divisional and team Business Plans.

To assist with the development of the department’s Quality Management System, and to ensure that associated policies and procedures are adhered to.

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

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

To undertake any other duties and responsibilities allocated to the post holder by the designated managers as are commensurate with the duties of this post.

OBSERVANCE OF THE CITY COUNCIL’S EQUAL OPPORTUNITIES POLICY WILL BE REQUIRED

3.0 SUPERVISION RECEIVED

3.1 SUPERVISING OFFICER JOB TITLE: SENIOR SOLICITOR/BARRISTER/LAWYER

JOB NO:

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.

4.0 SUPERVISION GIVEN (excludes those who are INDIRECTLY supervised i.e. through others)
<table>
<thead>
<tr>
<th>POST TITLE</th>
<th>GRADE</th>
<th>NO OF POSTS</th>
<th>LEVEL OF SUPERVISION*</th>
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<tbody>
<tr>
<td>None</td>
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5.0 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.

5.3 As part of an Emergency Duty Rota, availability at evenings and weekends will be required to deal with urgent cases.

6.0 LOCATION

The Headquarters for the Legal & Governance Offices are based at 10 Woodcock Street, Aston, Birmingham B7 4BL. The post holder will also travel to and or be based at other office(s) of Legal & Governance. The working week is based on 36.5 hours and a job-share system is in operation together with a flexitime scheme.
Person Specification

Post: SOLICITOR/BARRISTER/LAWYER  Grade: 5
Division: LEGAL & GOVERNANCE  Section: Children’s Team
Directorate: TRANSFORMATION

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

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<tr>
<th>CRITERIA</th>
<th>ESSENTIAL</th>
<th>M.O.A.</th>
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<tr>
<td>Education/Qualifications</td>
<td><strong>Solicitor/Barrister with current Practising Certificate or Lawyer with demonstrably equivalent skills, abilities and knowledge</strong></td>
<td>AF &amp; C</td>
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<td>NB: Full regard must be paid</td>
<td>to overseas qualifications.</td>
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<td>Experience</td>
<td><strong>Must be able to demonstrate a working knowledge of the relevant area of law</strong></td>
<td>AF &amp; I</td>
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<td>(Relevant work and other</td>
<td>Must be able to demonstrate competent drafting and negotiating experience.</td>
<td>AF &amp; I</td>
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<td>experience)</td>
<td>Must be able to demonstrate an ability to utilise transferable skills if experienced in a different area of law</td>
<td>AF &amp; I</td>
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<td>Skills &amp; Ability</td>
<td><strong>Must be able to demonstrate an ability to communicate concisely and effectively both in writing and orally</strong></td>
<td>I &amp; T</td>
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<td>e.g. written communication</td>
<td>An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by <strong>Part 7 of the Immigration Act 2016</strong></td>
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<td>skills, dealing with the public</td>
<td>Must be able to demonstrate an ability to work to tight timescales in a pressurised environment</td>
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<td>etc.</td>
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<td>Category</td>
<td>Description</td>
<td>Code</td>
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<td>Training</td>
<td>Evidence of continuous professional development as required by the Law Society and Bar Council</td>
<td>AF &amp; I</td>
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<td>Practice Management</td>
<td>Ability to understand and implement good practice management standards</td>
<td>AF &amp; I</td>
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<td>Other</td>
<td>Must demonstrate an understanding of diversity and its positive impact on the Department and wider organisation</td>
<td>AF &amp; I</td>
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<td>May be required to work outside of normal working hours as required or specified in the job description</td>
<td>AF &amp; I</td>
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All staff are expected to **understand** and be **committed** to Equal Opportunities in employment and service delivery.