

**JOB DESCRIPTION**

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| **Post Title**: Team Leader (Social Care and Education)  |
| **Directorate**: Corporate Core | **Post No**: n/a |
| **Division/Section**: Legal Services – Social Care and Education | **Post Grade**: G15 |
| **Location**: Town Hall, Knowsley Street, Bury | **Post Hours**: 37 per week Monday to Friday – flexitime scheme in operation |
| **Special Conditions of Service**: Attend at meetings as required including occasional evening meetings. |
| **Purpose and Objectives of Post**: To provide proactive leadership and development of the team and allocate and manage casework effectively and to have a personal caseload of legal work relevant to a specific area of law based on complexity and importance, with particular emphasis on Education and, social care, and related matters. |
| **Accountable to**: Director of Law and Democratic Services and Council Solicitor |
| **Immediately Responsible to**: Head of Legal Services |
| **Immediately Responsible for**: Leading, supervising and motivating a team of lawyers. |
| **Relationships: Internal** Elected MembersChief OfficersSenior ManagementOfficers within all Departments of the Authority | **Relationships: External** Solicitors in Private PracticeCounselGovernment DepartmentsOther Local AuthoritiesCourt OfficialsConsultantsMembers of ParliamentMembers of the PublicPartnersOutside Agencies and Professional Bodies |
| **Control of Resources**: **Personnel:** Supervisory responsibility for staff within the Team.**Equipment:** Responsible for ensuring the security of all equipment, computer data and software.**Health and Safety:** Ensure compliance with Health and Safety guidelines and instructions set out in the Health and Safety Policy.**Financial:** Assist in the control of the Legal Services budget. Payment and monitoring of substantial monies associated with Court fees and other external costs. |
| **Duties/Responsibilities**: 1. To lead and develop the Team, including allocating and managing work and liaising with clients on this work area.
2. Ensure the efficient and effective operation of the Team to include:
3. Managing the allocation of work to ensure it is undertaken efficiently and effectively.
4. Ensuring positive personal and professional development of team members by tuition, personal example, strong leadership and effective performance management. Procuring the delivery of relevant training to legal staff and clients in respect of specific subject related matters.
5. Carrying out regular employee reviews and 1:1s and identifying specialist training and development needs and monitoring performance against personal objectives.
6. Ensuring compliance with quality systems adopted by Legal Services.
7. At the direction of the Head of Legal Services, assist with recruitment and selection of staff.
8. To attend Legal Services Management Team meetings as required.
9. Proactively contribute to strategic, developmental and client related issues arising from management of the Team.
10. Able to effectively influence a range of stakeholders in order to achieve beneficial outcomes for the shared legal service.
11. Deputise effectively when required in dealings with clients, legal management and casework matters.
12. Build and maintain excellent client relations, providing timely and accurate legal and tactical advice together with case statistics, budget estimates and forward planning advice to all relevant stakeholders.
13. Manage a personal caseload of legal work to include:
* Providing oral and written advice to Instructing Clients, in relation to procedural issues, policy matters, individual cases and statutory duties/powers in respect of subject related matters:
	1. Consideration of relevant law
	2. Consideration of available evidence and obtaining expert opinion where appropriate
	3. Consideration of possible courses of action
	4. Drafting of documents/notices required by law and arranging for service of same in accordance with
	5. Court Rules
	6. File evidence in accordance with Court Rules
	7. Where appropriate brief Counsel
		+ Attend Court Hearings, Directions Appointments, Appeal Hearings, Tribunals and Committee Hearings to present cases ensuring that instructing clients are kept advised as to progress and understand the effects of any Court Orders made.
1. Ensure accurate, timely and pertinent advice is given in response to enquiries/queries from Elected Members/Members of Parliament.
2. Attend and to advise at any Family Court Business Committee, Court Users’ Group, and Local Government Special Interest Groups.
3. Attend, prepare and present reports to and act as legal advisor for the Area Child Protection Partnership and its sub committees and the Adoption and Fostering Panels or their equivalents.
4. Act as main point of contact for out of hours emergency legal advice pertaining to child protection matters.
5. Advise clients when drafting and revising policy documents/guidelines in respect of practices and statutory duties.
6. Advise clients of changes in legislation, recent Government Guidelines and significant case law decisions which may affect service provision.
7. Ensure accurate and adequate legal advice is given in relation to enquiries from Elected Members.
8. Notify the Assistant Director of Legal and Democratic Services and Council Solicitor of any actions which may place the Authority at risk of litigation or charge of maladministration.
9. Deliver training courses as to the law and practice to employees of the Authority and external organisations.
10. Attend, prepare and present reports to the Council's Committees, as required and examine the reports prepared by Instructing Departments and advise on any legal issues arising therefrom.
11. Attend as Legal Advisor to the Authority's Social Services Complaints Review Board. To examine reports submitted to the Board, and to give consideration to the propriety of the Authority's actions, any legal policy or procedural issues arising and recommend possible solutions for improper actions.
12. Comply with quality systems adopted by the Legal Services.
13. Attend professional education training courses as required.

Where an employee is asked to undertake duties other than those specified directly in his/her job description, such duties shall be discussed with the employee concerned who may have his/her Trade Union Representative present if so desired. (See paragraph 203 of supplemental Conditions of Service) |
| **Job Description prepared by:** | **Sign:**  | **Date:** |
| **Agreed correct by Postholder:**  | **Sign:** | **Date:** |
| **Agreed correct by Supervisor/Manager:** | **Sign:** | **Date:** |