**OLDHAM COUNCIL**

**JOB DESCRIPTION**

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| **Job Title:** Solicitor - Children | |
| **Directorate:** CHIEF EXECUTIVE DEPARTMENT | **Division/Section:** LEGAL & DEMOCRATIC SERVICES |
| **Grade:** SM3 SCP 44 - 47 | |

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| **Job Purpose:**  **To provide the professional services of a solicitor to the Council and other bodies within the Directorate for Health and Well-being.** |

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| **Key Tasks:**   1. To advise Council, Executive, Committees, Officers and Departments of the Council on legal matters primarily, but not exclusively, relating to all areas of Social Services and Education including attendance at evening meetings as required. 2. Advocacy in contested and uncontested hearings in Court and when necessary instruction of Counsel at the Family Court, including the preparation and management of cases. 3. Drafting and settling of legal documentation with particular reference to Children’s Social Care and Education matters. 4. Conduct of litigation with particular reference to Children’s Social Care and Education matters. 5. To give clear guidance and assistance to all members of the team in respect of the areas of expertise specific to the postholder and to assist and cover for other team members, as necessary. 6. Representation of the department externally, as required. 7. Participation in departmental working groups, as required. 8. Assisting in supervising the work of any unqualified staff assigned to the team. 9. Training social workers and Education staff in the law and legal procedures. |

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| **Standard Duties:**   1. To actively promote the equalities and diversity agenda in the workplace and in service delivery. 2. To be familiar with customer care and health and safety polices of the Council/ Directorate. 3. To participate in self-improvement in performance through workplace development. 4. Undertake any additional duties commensurate with the grade of the post. |

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| **Contacts:**  **Members and officers of the Council and other bodies**  **Professional bodies**  **Government Departments**  **Other Local Authorities**  **The Court**  **Members of the public**  **Expert witnesses** |

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| **Relationship To Other Posts In The Department:**  **Responsible to:** The Group Solicitor (Family) Assistant Borough Solicitor  **Responsible for:** |

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| **Special Conditions:**  **CRB Disclosure required - Standard**  **This is a politically restricted post.**  e.g. CRB Disclosure Required – None/Standard/Enhanced |

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|  | **DATE** | **NAME** | **POST TITLE** |
| **Prepared** | November 2016 | Sharon Laithwaite | Acting Group Solicitor (Family) |
| **Reviewed** | November 2016 | Colin Brittain | Assistant Borough Solicitor |
| **Reviewed** |  |  |  |

**OLDHAM COUNCIL**

**PERSON SPECIFICATION**

**Job Title: Solicitor - Children**

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|  | **Selection criteria**  **(Essential)** | **Selection criteria**  **(Desirable)** | **How Assessed** | |
| **Essential** | **Desirable** |
| **Education & Qualifications** | Qualified Solicitor, Barrister    Evidence of continuing professional development |  | Application Form  Certificates |  |
| **Experience** | Extensive experince of advising Social Work clients and their managers.  Extensive post qualification experience in conducting child care proceedings.  Advocacy experience including contested Hearings at Court. | Experience of working within a local authority and knowledge/awareness of issues affecting local government.  Experience of advising on a range of education matters (excluding property/contract matters) | Application Form  Interview | Application Form  Interview |
| **Skills & Abilities** | Ability to advise competently in complex child care matters and to assimilate and advise upon evidential matters relting thereto.  Advocacy Skills  Drafting Skills  Negotiating and influencing skills  IT skills  Understanding of and commitment to team working  Workload management skills  Ability to work to consistently tight deadlines  Well developed oral and written communication skills  Ability and willingness to implement Practice Management Standards  Ability to cope with sensitive, emotional issues |  | Application Form & Interview |  |
| **Knowledge** | Knowledge of social care/ child care legislation | Knowledge of education/vulnerable adult legislation  Knowledge of case management software/Solcase  (training available if required) | Application Form & Interview | Application & Interview |
| **Work Circumstances** | Occasional unsocial hours related to emergency court applications and meetings (and the out of hours duty phone rota if and when this is operational). |  | Interview |  |

**NB. – As part of the Guaranteed Interview scheme, any candidate that is a care leaver, disabled or ex-military will be guaranteed an interview if they meet the essential criteria.**