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| **Department** | **CHIEF EXECUTIVE’S** |
| **Job Title** | **IN-HOUSE ADVOCATE (SOCIAL CARE)** |
| **Grade** | **K** |
| **Primary Purpose of Job** | Providing expert legal advice, advocacy services and legal representation to client departments, to support the delivery of the Council’s statutory duties. |
| **Reporting To** | Head of Legal Services |
| **Staffing**  **Responsibilities** | N/A |

**Main Duties**

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| **1** | To provide quality legal representation and advocacy services within all courts, dependant on rights of audience. | |
| **2** | To supply expert legal advice to officers and elected members, principally but not exclusively, within the field of child protection and public law children’s proceedings. | |
| **3** | To have knowledge of the Constitution and strategic aims, and be able to advise upon them. | |
| **4** | Research and analyse information to evaluate evidence, applying judgmental skills to assess each case. | |
| **5** | To draft legal documentation including statements of case, appeal notices and skeleton arguments. | |
| **6** | To maintain professional requirements of the post holder’s regulatory body including continuous personal development, and to ensure a current working knowledge of the relevant practice area. | |
| **7** | To work as part of a team to ensure an effective legal service is provided to the Council. | |
| **8** | To develop and deliver staff and client training. | |
| **9** | Establishing and maintaining excellent working relationships with professionals, officers and elected members within the client department and wider Council. | |
| **10** | Providing proactive advice on legal developments, informing and supporting the service in relation to service implications. | |
| **11** | To contribute to continuous improvement of the service, to develop in line with the strategic direction of the Council, ensuring a valuable and cost effective service. | |
| **12** | To undertake such other legal work, commensurate with grade, as necessary for the service. | |
| **Date Job Description prepared:** | | **August 2019** |
| **Job Description prepared by:** | | **Acting Head of Legal Services** |



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| **Department** | | **CHIEF EXECUTIVE’S** | |
| **Job Title** | | **In-house ADVOCATE (SOCIAL CARE)** | |
| **Stage One** | | Disabled candidates are guaranteed an interview if they meet the essential criteria | |
| **The Minimum Essential Requirements for the above Post are as Follows:** | | | **Method of Assessment** |
| **1.** | **Skills and Knowledge** | | |
| 1. | Knowledge of local government law with a particular emphasis on employment law, local government prosecutions, civil claims, judicial review, private and public Children Act proceedings, education law and adult social care. | | Application Form  Interview, Test and / or Presentation |
| 2. | Excellent communication skills, to communicate efficiently and effectively with elected members, colleagues, staff, officers in other agencies and customers, other professionals and members of the judiciary, both verbally and in writing, to provide an effective and quality service. | | Application Form  Interview, Test and / or Presentation |
| 3. | Ability to negotiate on complex, high risk matters of Council wide impact. | | Application Form  Interview |
| 4. | Enhanced advocacy and public speaking skills. | | Application Form  Interview, Test and / or Presentation |
| 5. | Ability to build rapport, trust and confidence. | | Application Form  Interview |
| 6. | Excellent organisation and time management skills to plan and deliver a complex, high priority workload to strict legal deadlines. | | Application Form  Interview, Test and / or Presentation |
| 7. | Ability to apply enhanced problem-solving skills to deliver practical and creative solutions to complex issues. | | Application Form  Interview, Test and / or Presentation |
| 8. | Excellent analytical skills to assess a wide range of information, evidence and data to draw logical conclusions and make skilled judgements. | | Application Form  Interview, Test and / or Presentation |
| 9. | Demonstrating a high level of political awareness and ability to operate effectively in a sensitive political environment. | | Application Form  Interview |
| 10. | Ability to research information and present evidence-based conclusions from wide ranging sources. | | Application Form  Interview |
| 11. | Ability to utilise IT systems including Microsoft Office applications and relevant case management system. | | Application Form |
| 12. | Ability to provide practical legal advice. Ability to identify and bring to the attention of the Senior Lawyer, matters of probity or significance which may have a detrimental effect on the council. | | Application Form  Interview, Test and / or Presentation |
| 13. | Ability to work effectively in a team and support other colleagues. | | Application Form  Interview |
| 14. | **Competencies** – Please note the council’s corporate competencies, which are considered to be essential for all roles, are in the attached CORE COMPETENCIES document | | Interview |

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| **2. Experience/Qualifications/Training etc** | | |
| 1. | Qualified Solicitor or Barrister demonstrating appropriate CPD. | Application Form/Certificate /Interview |
| 2. | Significant practical experience of advocacy in the County Court, High Court and Family Proceedings Court, including contested hearings. | Application Form/  Interview |
| **3. Work Related Circumstances** | | |
| 1. | The post holder will be required to work outside normal office hours in line with business requirements | Application Form/Interview |
| 2. | This post has been designated an essential car user post. Applicants must hold a full, current and valid driving licence and a vehicle with a current valid MOT certificate. There must also be adequate vehicle insurance cover to comply with the council’s requirements, in line with the Travel Costs Reimbursement Policy | Application Form  Interview |

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| **STAGE TWO** | | Will only be used in the event of a large number of applicants meeting the minimum essential requirements | |
| **Additional Requirements** | | | **Method of Assessment** |
| **1. Skills and Knowledge** | | | |
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| 2. |  | |  |
| **2. Experience/Qualifications/Training etc** | | | |
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| **Date Person Specification prepared:** | **August 2019** |
| **Person Specification prepared by:** | **Acting Head of Legal Services** |



**These core competencies are considered essential for all roles within Bolton Council. Please be prepared to be assessed on any of these during the interview process and, for the successful applicant, throughout the probationary period**

**Developing Self & Others**

Promote a learning environment to embed a learning culture.  Support others to develop their skills and knowledge to fulfil their potential. Actively pursue your own development. Support and promote the principles of Investors in People.

**Civil Contingencies**

Bolton Council has a statutory duty under the Civil Contingencies Act to respond in the event of an emergency. If Bolton Council’s Emergency Management Plan is activated, you may be required to assist in maintaining key Council services and supporting the community.  This could require working outside of routine working hours and working from places other than your normal place of work.

**Equality & Diversity**

Uphold the principles of fairness and the Equality Act in all undertakings as a Bolton Council employee, including providing a fair, accessible service irrespective of customer’s race, religion, gender, sexuality, disability or age.

**Customer Care**

The ability to fully understand, assess and resolve the needs of all customers including those who present with complex situations, in a manner that respects dignity and expresses a caring & professional image.

**Health & Safety**

Take responsibility for the health and safety of yourself and others who may be affected by your acts or omissions, and comply with all health and safety legislation, policy and safe working practice, including participating in training activities necessary to your post.

**Data Protection and Confidentiality**

Ensure that any personal data or confidential data you hold is kept securely and is not disclosed, whether electronically, verbally or in writing, to any unauthorised third party. Follow Council policies and procedures on dealing with personal information and information assets, including The Code of Conduct, Data Protection, Acceptable Use and Information Security policies. Personal or confidential data should only be accessed or used for council purposes.

**Fluency Duty**

Should you be required, as a regular and intrinsic part of your role, to speak to members of the public in English, you must be able to converse at ease with customers and provide advice in accurate spoken English, as required byThe Immigration Act 2016.

**Working Hours**

The nature and demands of the role are not always predictable and there will be an expectation that work will be required outside of normal hours from time to time.

**Safeguarding**

This Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Should the role involve working with the above groups, you will be subject to an Enhanced Disclosure and Barred List check by the Disclosure & Barring Service.