**OLDHAM COUNCIL**

**JOB DESCRIPTION**

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| **Job Title:** Solicitor - Children  |
| **Directorate:** CORPORATE AND COMMERCIAL SERVICES | **Division/Section:** LEGAL & DEMOCRATIC SERVICES |
| **Grade:** SM3 SCP 50 – 53. The Council currently operates 3 days unpaid leave per annum  |

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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 FormCertificates |       |
| **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 FormInterview | Application FormInterview |
| **Skills & Abilities** |  Ability to advise competently in complex child care matters and to assimilate and advise upon evidential matters relting thereto.Advocacy SkillsDrafting SkillsNegotiating and influencing skillsIT skillsUnderstanding of and commitment to team workingWorkload management skillsAbility to work to consistently tight deadlinesWell developed oral and written communication skillsAbility and willingness to implement Practice Management StandardsAbility to cope with sensitive, emotional issues |       | Application Form & Interview |       |
| **Knowledge** | Knowledge of social care/ child care legislation | Knowledge of education/vulnerable adult legislationKnowledge 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. - Any candidate with a disability who meets the essential criteria will be guaranteed an interview.**