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| **The Post Title: Senior Lawyer (Adults) Children and Adults Legal Team** | **Grade: MG5** |
| **Department: Chief Executives** | **Division/Section: Legal Services** |
| **Post No:** | **Reports to: Team Leader for Children and Adults Legal Team** |

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| **MAIN PURPOSE:** To manage their own caseload and manage other team membersTo provide legal advice to the Council |

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| **SUMMARY OF RESPONSIBILITIES AND DUTIES:** 1. To manage and undertake their own caseload, including sensitive and complex cases, with no supervision.
2. To provide legal advice to officers and elected members.
3. To conduct proceedings in courts and tribunals, including preparation of witness statements and preparing court documentation or assisting officers in the preparation of court documentation.
4. To appear as an advocate on behalf of the Council before courts and other tribunals
5. To take part in department projects and inter-departmental projects.
6. To contribute to the effective performance of Legal Services, in particular:
	* Keeping the Team Leader informed of any problems and issues in a timely and constructive manner.
	* Manage and supporting junior members of the team.
	* Assisting in the provision of statistical information to help the department monitor its service delivery.
	* Using the time recording and electronic case management system
	* To provide training to members, client Department, and other lawyers in the team
7. To attend, and support, committee meetings and working parties, as required by theTeam Leader, and to deputise in his absence
8. To provide customers with output and service delivery as specified in the service level agreement.
9. To work with external stakeholders and members as necessary.
10. To contribute positively towards the successful attainment of the transformation of the Legal function.
11. To participate fully in the Council’s performance appraisal and personal development process in order to develop and enhance personal performance and service delivery.
12. To implement the Council’s equal opportunities policies and its statutory responsibility with regard to other individuals and service delivery.
13. To undertake any other duties commensurate with the level of the post, as required to ensure the efficient and effective running of the Department / Section.
14. Assist in the office modernisation programme by working in co-operation with the Head of Legal.
15. To give expert legal advice on all Adult social care/community services matters including but not limited to, ordinary residence disputes, Court of Protection applications , adult safeguarding, mental health law and inquests. To conduct proceedings in court, appear as advocate on matters, give legal advice in relation to data protection, Freedom of information Act requests, and other areas of local government law.
16. You will need to understand and act in accordance with Bromley REAL values. the Council has four key behaviours that form the core of our competency framework for managers and employees: these being:
* Accountability and Responsibility
* Building Relationships
* Communication
* Continuous Improvement

You will need to demonstrate values, behaviors and competencies commensurate with your grade and that reflect the ambitions of the Council. |
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| **CONTACTS AND RELATIONSHIPS:** Team membersOfficer of the CouncilElected membersExternal stakeholders |

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| **MANAGEMENT AND LEADERSHIP:** (finance, resources, performance management, staff supervision and service delivery)Delivery of own caseload to service level agreementsManagement and supervision of junior members of staff in the teamTake personal responsibility for own development and performance management |

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| **EQUALITIES:**Ensure implementation of the Council’s equal opportunities policies and its statutory responsibility with regard to other individuals and service delivery. |

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|  | **Date** | **Name** |
| 1. Date drawn up | 14.06.21 | Shupriya Iqbal |
| 2. Given to Post holder |  |  |
| 3. Confirmed by Line Manager |  |  |
| 4. Evaluated |  |  |

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| **Post Title: Senior Lawyer (Adults) Children and Adults Legal Team** | **Grade: MG5** |
| **Department : Resources** | **Division/Section: Legal Services** |
| **Post No:**  | **Reports to: Team Leader of the Children and Adults Legal Team.** |

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| **SKILLS & ABILITIES*** **Good interpersonal and communication skills (both written and verbal).**
* **Ability to build effective relationships with Council members, officers, external stakeholders and other legal team members.**
* **Can handle a varied and heavy caseload and can perform effectively under pressure.**
* **Good team player, support others and has a strong desire to achieve the overall team goal.**
* **Self reliant, can work effectively on own.**
* **Positive and flexible approach to work and willing to undertake work outside of area of expertise during busy periods.**
* **Analytical and creative approach to problem solving and decision making.**
* **Aptitude to coach and supervise others.**
* **Good IT skills and ability to use electronic case management and time recording system**
* **Good advocacy skills**
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| **KNOWLEDGE*** **Specialist in-depth knowledge of Adult and Community Services Law as well as Mental Health Law.**
* **Knowledge of the full range of litigation pertaining to Adult Social Care such as the Court of Protection and Judicial Review.**
* **Broad knowledge of local government law, data protection law and the Freedom of Information Act.**
* **Knowledge and experience of committee work, involving members.**
* **Knowledge of performance management techniques.**
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| **EXPERIENCE** * **Substantial experience of dealing with Adult and Community Services matters and litigation including the Court of Protection, Displacement of Nearest relative proceedings, Judicial Review and Mental Health Tribunals**
* **Experience of civil litigation**
* **Experience of local government law**
* **Experience of researching and advising on complex legal matters**
* **Experience of managing legal staff**
* **Experience of appearing before courts and tribunals as an advocate**

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| **QUALIFICATIONS****Qualified solicitor or barrister, with a full practising certificate (essential)** |

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| **SPECIAL REQUIREMENTS****Attendance at evening meetings** |