|  |  |
| --- | --- |
| **The Post Title: Lawyer (Education)** | **Grade: BR9 –BR13** |
| **Department: Corporate Services** | **Division/Section: Legal Services** |
| **Post No:** | **Reports to: Team Leader and Deputy Team Leader(s) Children and Adults Legal Team** |

|  |
| --- |
| **MAIN PURPOSE:**  To manage own caseload  To provide legal advice to the Council |

|  |
| --- |
| **SUMMARY OF RESPONSIBILITIES AND DUTIES:**   1. To manage own caseload, dealing with the more routine cases, with some supervision at the lower end of the grade and progressing through to the more complex cases, with a lesser level of supervision at the top end of the grade. 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/assisting officers in the preparation of court documentation. 4. To undertake advocacy work for the Council in County Courts, High Courts or 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.    * 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 provide customers with output and service delivery as specified in the service level agreement. 8. To work with external stakeholders and members as necessary. 9. To participate fully in the Council’s performance appraisal and personal development process in order to develop and enhance personal performance and service delivery. 10. To implement the Council’s equal opportunities policies and its statutory responsibility with regard to other individuals and service delivery. 11. 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. 12. To give expert legal advice in relation to education law including matters pertaining to Judicial Reviews and the SEND tribunal, manage a caseload, give legal advice in relation to data protection, Freedom of information Act requests and other areas of law as may be required. 13. 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. |
|  |
|  |

|  |
| --- |
| **CONTACTS AND RELATIONSHIPS:**  Team members  Officer (s) of the Council  Elected members  External stakeholders |

|  |
| --- |
| **MANAGEMENT AND LEADERSHIP:** (finance, resources, performance management, staff supervision and service delivery)  Delivery of own caseload to service level agreements  Take personal responsibility for own development and performance management |

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

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

|  |  |
| --- | --- |
| **Post Title: Lawyer Education** | **Grade: BR9 –BR13** |
| **Department : Corporate Services** | **Division/Section: Legal Services** |
| **Post No:** | **Reports to: Team Leader and Deputy Team Leader(s) – Children and Adults Legal Team** |

|  |
| --- |
| **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 caseload and can perform effectively under pressure.**  **Can prioritise work and manage conflicting deadlines.**  **Good advocacy skills in both courts and tribunals**  **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 will undertake work outside of area of expertise during busy periods.**  **Analytical and creative approach to problem solving and decision making.**  **Good IT skills and ability to use electronic case management and time recording system** |

|  |
| --- |
| **KNOWLEDGE**  **Knowledge of Education law including the SEND tribunal**  **Knowledge of one or more other areas of law undertaken by the team including, childcare law, adoption, judicial reviews, community care, mental health, inquests, coroners inquiries, education and information governance law.**  **Some knowledge and appreciation of the workings of local government and the political process that underpins it.**  **Willingness and aptitude to expand into new areas of law.** |

|  |
| --- |
| **EXPERIENCE**  **Experience of advising clients on Education Law and litigation arising from education matters and dealing with an education workload.**  **Experience of general litigation and other areas of law**  **Experience operating at a legal professional level.**  **Successful track record of advocacy and desire to carry out advocacy work** |

|  |
| --- |
| **QUALIFICATIONS**  **Qualified barrister, solicitor or legal executive with a full practising certificate.** |

|  |
| --- |
| **SPECIAL REQUIREMENTS**  **Occasional attendance at evening meetings** |