Senior Solicitor/Senior Legal Executive/Senior Barrister (Level 1)–  
Grade 11

Our Vision

A county where big ambitions, great connections and greener living give everyone the opportunity to prosper, be healthy and happy

Our Outcomes

Everyone in Staffordshire will:

* Have access to more good jobs and share the benefit of economic growth
* Be healthier and more independent for longer
* Feel safer, happier and more supported in their community

Our Values

Our People Strategy sets out what we all need to do to make Staffordshire County Council a great place to work, where people are supported to develop, the Strategy to ensure that the focus is on what is important to the organisation and the people it serves:

* Ambitious – We are ambitious for our communities and citizens
* Courageous – We recognise our challenges and are prepared to make   
  courageous decisions
* Empowering – We empower and support our people by giving them   
  the opportunity to do their jobs well.

About the Service

Staffordshire Legal Services is a support service within the Corporate Services Directorate. It provides quality services, within resources, promoting Staffordshire County Council’s pursuit of excellence.

Staffordshire Legal Services also provides services to a range of external clients which are effective, customer friendly and provide value for money.

We endeavour to deliver by taking into account our customer commitments, our values and our individual targets.

Reporting Relationships

Responsible to: Senior Solicitor (Level 2) (Contentious)

Responsible for: N/A

The post holder must either be a Solicitor, or a Fellow of CILEX (and therefore eligible to be called a ‘Legal Executive’), or a qualified Barrister.

Complex legal casework, requiring attendance at court, a very good understanding of both their area of specialism and the County Council’s procedures and structures. Complexity can be by depth of knowledge required, or experience of working within diverse legal environment, for example, organising/working with other professionals, courts, witnesses and external stakeholders.

Undertaking advocacy including (up to) 5 day contested hearing and fact finding hearings.

The post holder must also have a minimum of 4 years post legal qualification experience in a relevant legal environment, together with at least 2 year’s experience of passing work to other fee earners to complete in relation to their own case files.

This post entails the supervision of other LSU staff (upon request) by way of providing support and appropriate cover (within Grade) for their Team Seniors (i.e. Lawyer 12 and 13). The post holder will therefore provide formal training and guidance for more junior fee earners and administrative staff in the same team and also undertake workload reviews for any such team members (also on request). In the absence of exceptional circumstances, the post holder will not have any responsibility for carrying out MPCs and return to work interviews (which will usually be restricted to Lawyer 8).

Cover for other colleagues during periods of holiday etc.

**ADDITIONAL**

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| Driving Requirement | Yes |
| Car Allowance | Essential |
| Worker type | Flexible |
| Flexitime | Yes |

Key Accountabilities:

The conduct and representation of complex child care litigation and legal advice on issues related to children.

1. Legal advice on certain aspects of social services law relating to adults and the conduct of litigation on social services matters.
2. Miscellaneous litigation.
3. Adherence to the Legal Services Unit’s quality standards (Lexcel) including time-recording and contributing to the process of securing re-accreditation as and when.
4. To undertake in-service training as required by the training plan and to participate in the in-service training of other staff.
5. To comply with employee’s health and safety responsibilities.
6. Such other duties as may reasonably be required, including complaint investigations.

Professional Accountabilities:

The post holder is required to contribute to the achievement of the Council objectives through:

**Financial Management**

Personal accountability for delivering services efficiently, effectively, within budget and to implement any approved savings and investment allocated to the service.

**People Management**

Engaging with People Management policies and processes

**Equalities**

Ensuring that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

**Climate Change**

Delivering energy conservation practices in line with the Council’s climate change strategy.

**Health and Safety**

Ensuring a work environment that protects people’s health and safety and that promotes welfare, and which is in accordance with the Council’s Health & Safety policy.

**Safeguarding**

Commitment to safeguarding and promoting the welfare of vulnerable groups.

The content of this Job Description and Person Specification will be reviewed on a regular basis.

**Person Specification**  A = Assessed at Application

I = Assessed at Interview

T = Assessed through Test

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| **Minimum Criteria for Disability Confident**  **Scheme \*** | **Criteria** | **Measured by** |
| **employer_small** | **Qualifications**   * Qualified Solicitor with practicing certificate or equivalent as per Job Description * Minimum of 4 years post qualification experience in relevant legal environment. * Minimum of 2 years experience of delegation. * Ability to undertake complex case work with specialisms * Experience of working within diverse legal environment. | A |
| **employer_small**  **employer_small** | **Knowledge and Experience**   * Knowledge and understanding of County Council Processes and procedures. * Experience of handling full complex case load with specialisms. * Experience of providing expertise to directly advise, guide or support operations. * Experience of contributing by supporting or influencing through others * Thorough and comprehensive combination of applied and theoretical knowledge. * Ability to competently use professional knowledge, combined with an understanding of council policy, to advise upon or determine the appropriate course of actions. * Ability to supervise, direct and support a small/medium team, who complete largely similar tasks and activities. * Experience of providing analysis or explanations for others and translating complex technical or procedural understanding into appropriate language and/or information. * Experience of being persuasive, assertive and sensitive to others views. * Experience of thinking within substantially diversified, established procedures, standards and/or precedents, standards and/or precedents. * Experience of analysing situations, determining problems and identifying appropriate solutions. | All by A/I |
|  | **Skills**   * Ability to work under pressure. * Ability to work on own initiative. * Flexible, innovative and persuasive approach. * Customer focused, with solutions driven approach. | All  A/I |

**employer_small** If a disabled person meets the criteria indicated by the Disability Confident scheme symbol and provides evidence of this on their application form, they will be guaranteed an interview.

We are proud to display the Disability Confidence Symbol, which is a recognition given by Job centre plus to employers who agree to meet specific requirements regarding the recruitment, employment, retention, and career development of disabled people.

If you need a copy of this information in large print, Braille, another language, on cassette or disc, please ask us by contacting **Employee Services Team on 01905 947446**

**Shared Services on 01905 947446**