



<b>JOB DESCRIPTION</b>	
<b>Job Title</b>	Solicitor (Children and Adult Safeguarding)
<b>Portfolio</b>	Governance
<b>Reports to</b>	Legal Services Manager
<b>Location</b>	County Hall, Mold
<b>Job Reference/ID Number</b>	71171120001

**Job Purpose**

The provision of legal advice and support in connection with work arising from the Lifelong Learning and Community Services Directorates (including complex Care Proceedings). Undertaking Court work from the said Directorates including Care proceedings and/or Deprivation of Liberty Applications

The Work includes advising upon, preparing and conducting Court cases arising from Children Safeguarding matters, such as Care and Supervision Proceedings, Court of Protection and DOLS, private law and adoption matters, and on occasion adult social care matters.

The postholder will in addition provide specialist legal advice on Information Law including Freedom of Information Requests and Data Protection issues.

Ultimately, to ensure that the Council operate within the law in relation to Safeguarding, Freedom of Information and Data Protection matters. To protect children and adults from abuse through the Court process and to protect peoples data whilst allowing access where entitled.

**Principal Accountabilities**

1. To provide specialist legal advice to Children's Services.
2. To undertake non-contentious and contentious work in respect of Litigation and Welfare and also Property and Environment functions and apply and undertake specialist disciplines namely, child protection/child in need, and adult safeguarding and Information Law and also specialist generic disciplines including advocacy, complaints handling, negotiation skills.
3. Interpret the law and provide legal advice and assistance to officers, principally within Social Services divisions.
4. Recommend action to be taken on the basis of such legal advice.
5. Appear as advocate in or manage legal proceedings and process including child and adult safeguarding proceedings, private children law proceedings, adoption proceedings and Information Tribunal proceedings before the Family Courts, Court of Protection, Deprivation of Liberty Applications and Information Tribunal and the preparation of Court documentation and pleadings e.g. applications, statements and case summaries.

6. To provide a comprehensive legal service to Social Services Portfolio including children and adults to conduct child and adult safeguarding cases, enter into negotiations with other parties and make decisions as to the conduct of the case and attend and advise at all ancillary meetings
7. To undertake any other litigation or advice work as requested by the Legal Services Manager and/or Senior Solicitor

### **Job Context**

The post involves advocacy and representation at Court in Child and on occasion some Adult Safeguarding matters. In the Court environment it is an essential skill to think on ones feet, to respond and react appropriately and often tactically to information which is presented on spur of the moment by other solicitors and Judges, both inside the Court room (and particularly in cross-examination) and outside the Court room in negotiations. Often in negotiations outside Court is possible to narrow down the contentious issues or come to imaginative solutions to the litigated problem which satisfies all parties, thus allowing the Court hearing to proceed on an uncontested basis or on a narrower basis of contention than previously.

The post holder, as legal advisor, is required to interpret legislation and national and local policies and ensure that the Council complies with these. For example, in applying for Orders before the family court. Ensuring that the council are compliant in their obligations to families (e.g. support and assistance whilst children in care and then upon leaving care), in considering interpretation of the prevailing legislation, case law and guidance. Advising on amendments and improvements required to council policy so that it reflects any changes in legislation. Advising on legislation and changes in case law and government policy

### **Supervision/Management of People**

### **Employment Checks/Specific Requirement i.e. DBS**

DBS check is required prior to commencement of employment.

### **Special Working Conditions**

<b>Person Specification</b>		
<i>The person specification sets out the skill, knowledge and experience that are considered to be necessary to perform the role and will be used in short-listing both at application and interview stage. It is therefore important that you demonstrate on your application how you meet all of the essential requirements.</i>		
<b>Academic/ Professional Qualification</b>	<b>Essential / Desirable</b>	<b>How this will be assessed?</b>
Qualified Solicitor or Member of the Fellow Institute of Legal Executives	Essential	Application form
<b>Knowledge and Experience</b>		
Experience of working in a legal environment	Essential	Application form
Knowledge of local government practices and procedures.	Desirable	Application form
Experience of working with confidential sensitive and personal data	Desirable	Application form
<b>Skills</b>		
Manage own caseload with the ability to prioritise matters.	Essential	Application/Interview
Work well under pressure.	Essential	Application/Interview
Ability to work with minimum supervision	Essential	Application/Interview
General Advocacy.	Essential	Application/Interview
Ability to prepare legal documentation for Court and Tribunal proceedings.	Essential	Application/Interview
Well-developed communication skills both written and verbal. Able to communicate effectively with Officers internally and externally with courts, barristers, professional bodies and members of the public.	Essential	Application/Interview
Good all round IT skills including Word, Excel and databases.	Essential	Application/Interview
<b>Flintshire County Council Core Behavioral Competencies</b>	<b>Essential</b>	<b>How this will be assessed?</b>
<b>Customer First:</b> Provide reliable and relevant legal advice and support to clients. Take initiative and aim to provide solutions to legal problems.	Essential	Application/Interview
<b>Working Smarter:</b> Set high standards for the quality and quantity of work. Suggest ways of stream lining processes and making improvements.	Essential	Application/Interview
<b>Working Together/Partnership:</b> Complete share of work to ensure team objectives and performance are met. Listen to colleagues and respond appropriately.	Essential	Application/Interview

Keep clients and colleagues informed of progress on key tasks.		
<b>Communication:</b> Keep correct people informed of progress on matters.	Essential	Application/Interview
Learn and keep abreast of relevant law and put in practice relevant procedures.	Essential	Application/Interview
<b>Leading and Managing:</b> Manage day to day workload to meet deadlines. Make best use of time and resources.	Essential	Application/Interview