**JOB DESCRIPTION**

**Senior Solicitor/Lawyer – Adult Social Care**

**Role Profile Unique Role Profile**

**Service/Team Resources**

**Department Law & Governance**

**Reports to Team Leader – Adult Social Care**

**Responsible for N/A**

**Number of posts 4**

**Reference Number LGV007**

**Post number**

**My job improves the quality of life for the people of Bournemouth and Poole by…**

ensuring the councils have access to professional, efficient and high quality legal services that enables and supports the councils achieve their strategic objectives and priorities within the relevant legal and governance frameworks and fulfil their statutory responsibilities.

**Job Overview**

Support and assist the Head of Legal Services to deliver an efficient, effective and responsive service to clients in relation to the law in adult social care.

**Key Responsibilities**

* Provide specialist input to the Service Director and the Head of Legal Services in the delivery and improvement of its services and business strategies
* Represent the Councils as and when required in all complex or high risk adult social care and Court of Protection related legal proceedings
* Deliver clear, consistent and accurate legal advice to officers, members and clients on all complex or high risk matters relating to adult social care
* Procure external legal assistance when requested to do so
* Take necessary action under the relevant legislation and case law and ensure appropriate professional standards are maintained in line with accepted good practice
* Manage a busy caseload
* Deliver training and workshops for officers and members and updates on changes in the law as appropriate

**Specific Qualifications and Experience**

* Qualified solicitor or barrister or Chartered Legal Executive
* Extensive post qualification experience in adult social care and adult social /Court of Protection proceedings, equivalent to PQE 5
* Up to date knowledge of adult social care and Court of Protection proceedings
* Demonstrable experience of persuasion and negotiation at a senior level

**Personal Qualities & Attributes**

* Ability to provide creative and innovative solutions to complex procedural and legal issues
* Tact and diplomacy
* Ability to work on own initiative and represent Legal Services at all levels within the authorities and externally
* Ability to give complex and specialist advice in highly sensitive and pressurised situations
* Ability to deliver pragmatic and cost-effective advice and solutions to clients

**Job Requirements**

* Must be able to travel, using public or other forms of transport where they are viable, or by holding a valid UK driving licence with access to own or pool car

**Role Purpose**

To advise on all legal matters and aspects of law relevant to a service area or an area of legal specialism to ensure the Council receives a high quality legal service that enables BCP to operate effectively within the relevant legal and governance frameworks. As a Senior Solicitor / Lawyer, the role will advise on the more high risk, high value, or complex legal matters.

**Accountabilities**

* Provide appropriate legal advice, making professional recommendations about a course of action to officers, Members and clients on all high risk, high value or complex matters relating to the law in a service area, to ensure adherence to legislation and regulations, and compliance with legal and governance frameworks.
* Manage and deliver a designated caseload of high risk, high value or complex service-related legal matters in line with case law and appropriate professional standards. This may include matters where there is likely to be a potentially significant impact on Council budgets (up to circa £10m), or significant reputational risk.
* Represent the Council at all levels appropriately on all high risk, high value or complex service-related legal proceedings to secure positive outcome through legal proceedings.
* Procure and appoint external legal services as required and requested so that the Council has access to relevant external legal expertise.
* Provide accurate, clear and consistent advice to ensure existing procedures, processes and precedents adhere to professional standards and accepted good practice.
* Interpret data and provide specialist input to the Service Director and Head of Legal Services in the delivery and improvement of processes and procedures.
* Develop and maintain effective relationships and communications with other agencies and service providers to share information, build working relationships and to ensure joined up service provision.
* Deliver training to colleagues and Members on updates or changes to the law as appropriate.
* Knowledge / Skills / Experience required
* Qualified Solicitor or Barrister (or Chartered Legal Executive with significant experience).
* Substantial post qualification experience in relevant service or specialism area.
* Advanced knowledge of legislation and case law relevant to service area – this may be deep knowledge of a narrower specialist area, or breadth of knowledge across a wider scope of legislation.
* Ability to advise, influence and negotiate based on professional knowledge.
* Ability to manage a caseload.
* Dimensions of role
* This role does not have any supervisory or management requirements, but as a more senior and experienced legal professional will provide professional guidance and supervision to junior team members.
* This role is not a budget holder, but will manage external legal expenditure within defined limits.
* Planning is focused on managing a caseload, planning and prioritising their work with due regard to the broader requirements of the team, court or committee deadlines and the financial, operational and reputational risks to the Council.

**Working Conditions**

Aspects of the role that have a material impact on the nature of the job, once all reasonable actions have been taken to moderate or eliminate them:

* Role may need to manage cases that deal with injury or harm to people, including potentially distressing material relating to social care cases.
* Role will need to deal with challenge and confrontational situations in litigation, mediation, and public meetings.

**Working Arrangements**

* No specified working arrangements outside of a normal working pattern.

**[ ]**

**Legal Services**

**This job description is not exhaustive and reflects the type and range of tasks, responsibilities and outcomes associated with this post.**