

Job Description

DIRECTORATE:	Chief Executive
DEPARTMENT:	Legal and Regulatory Services, Human Resources and Corporate Policy / Legal Services
POST:	Lawyer - Childcare
GRADE OF POST:	GR13
RESPONSIBLE TO:	Senior Lawyer - Childcare

JOB PURPOSE:

Assisting in the delivery of legal services to the Council, in accordance with the Chief Executive's Business Plan. Providing expert legal advice and guidance to the Children's Services department, with special emphasis on childcare law as applicable within local government.

PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:

- Providing specialist childcare services and policy advice with a particular emphasis on the conduct of public law litigation for the protection of children.
- Providing legal services in respect of childcare law, including all negotiations on behalf of the Council as may be necessary prior to the issue of public law proceedings, issue of proceedings and conduct of case to include advocacy.
- On behalf of the Chief Officer Legal and Regulatory Services, Human Resources and Corporate Policy and Group Manager Legal and Democratic Services prepare and approve reports for Council, Cabinet and other committee meetings and represent the Corporate Director at such meetings within the remit of the team.
- Maintain the high standards of the department through compliance with the LEXCEL standard
- Assisting in the development and implementation of performance management processes within the department in association with the Chief Executive's Plan
- To supervise the work of the Paralegals and assist in providing professional support to others within the team
- Actively participate in Special Interest Groups with responsibility to feedback to other colleagues and keep them fully informed of any impending implications and training opportunities.
- Represent the Council at the Family Court as relevant to work undertaken.
- Maintain own professional development.

GENERAL DUTIES

Health and Safety

To fulfil the general and specific roles and responsibilities detailed in the [Health and Safety Policy](#)

Equal Opportunities

To ensure that all activities are operated in accordance with Equal Opportunities legislation and best practice.

Safeguarding

Protecting children, young people or adults at risk is a core responsibility of all employees. Any concerns should be reported to the Adult Safeguarding Team or Children's IAA Service within MASH.

Review and Right to Vary

This Job Description is as currently applies and will be reviewed regularly. You may be required to undertake other tasks that can be reasonably assigned to you, including development activities, which are within your capability and grade.

Person Specification

Lawyer - Childcare

The following attributes represent the range of skills, abilities and experiences etc. relevant to this position. Applicants are expected to meet the attributes that have been identified as essential.

Attributes	Requirements	Essential	Method of Evaluation/ Testing
Qualifications, Education & Training	<ul style="list-style-type: none"> • Solicitor or equivalent. • Post graduate qualification in the law. • Evidence of CPD. 	Yes	Production of original Qualification Certificates and application form.
Knowledge & Experience	<ul style="list-style-type: none"> • Understanding of Local Government process. • Understanding of LEXCEL • Familiarity/experience of agreeing reports for cabinet/committee and servicing the same. • Experience in or understanding of childcare principles and aspects of childcare law. • Knowledge and/or experience in undertaking a complex and challenging caseload of childcare matters. 	Yes Yes Yes Yes	Interview, application form, and selection process.
Skills & Personal Qualities	<ul style="list-style-type: none"> • Excellent ICT skills, including Microsoft Office. • Approachable/friendly. • Ability to communicate effectively both written and oral. • Familiarity with case management and time recording systems. • The ability to manage a caseload. • Comprehensive negotiating and advocacy skills. 	Yes Yes	Interview, application form, and selection process.

Attributes	Requirements	Essential	Method of Evaluation/ Testing
Skills & Personal Qualities (ctd.)	<ul style="list-style-type: none"> • Excellent research and analytical skills. • Ability to form constructive working relationships with a range of internal and external clients. • Demonstrable ability to provide legal services. • The ability to communicate through the medium of Welsh. 	<p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Interview, application form, and selection process.</p>