**Job Description**



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| Job Title | SOLICITOR / BARRISTER (CHILD PROTECTION) | Directorate | FINANCE AND LEGAL SERVICES |
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| Post Number | LP105 | Division | LAW AND GOVERNANCE |
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| Grade | 12 | Salary | £48,474 - £51,515 | Section | LEGAL SERVICES - CHILD PROTECTION, ADULT COMMUNITY CARE AND EDUCATION |
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| Reports To | PRINCIPAL SOLICITOR (CHILD PROTECTION, ADULT COMMUNITY CARE AND EDUCATION)  |

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| **Purpose of the Job** |
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| * To act as a solicitor on behalf of the Council and to provide an enhanced legal service, primarily to the Council’s Children’s Services Directorate, in respect of public law Children Act proceedings and Deprivation of Liberty proceedings in line with the guidance and requirements including of the Public Law Outline and advice to Children’s Services on all aspects of its wider duties and responsibilities.
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| **Specific Accountabilities** |
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| * To assist in the provision of an efficient and effective legal service to the Council, its Members, Council Directorates and Officers.
* To provide legal advice to the Directorate of People - Children’s Services - and its officers as and when required.
* Assisting the Senior Solicitor (Child Protection, Adult Community Care and Education) in the provision of legal advice and representation to Children’s Services in the area of public law Chldren Act duties and responsibilities and in court proceedings, including Deprivation of Liberty proceedings.
* To represent the Council at Legal Planning Meetings, PLO pre proceeding meetings and initial child protection conferences and any other meetings as required by Children’s Services to ensure the provision of an effective and efficient legal service to Children’s Services in relation to its child care and other functions.
* To draft all legal documents required in the preparation of court proceeding, including Deprivation of Liberty matters and further to the PLO pre proceedings protocol, up to the point of issue.
* To appear on behalf of the Council in the Family and High Court on childcare and Deprivation of Liberty matters or on any matter as allocated by the Principal, or senior Solicitors, to cover urgent hearings or absences or due to temporary increases in court hearings.
* To instruct counsel/agents to act or appear on behalf of the Council as and when required.
* To advise on the merits of the institution of proceedings by or on behalf of the Council on matters as allocated by the Principal Solicitor or senior solicitor.
* To provide out of hours advice and representation to the Children’s Services when required.
* To perform any other tasks which may from time to time be allocated to the post holder by the Principal Solicitor or Senior Solicitor (Child Protection, Adult Community Care and education).
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| **Key Accountabilities*** To be accountable for and promote equality, diversity and community cohesion to meet Council, Directorate and Service objectives. All employees have a responsibility not only for their own behaviour, but also for others regarding equality of opportunity. Any incident must be reported.
* To participate in a Performance Review and Development meeting and undertake a plan of training where necessary. Develop his/her own skills and expertise in a professional manner.
* In addition to all the responsibilities listed above, all employees must be flexible in their approach and undertake other duties that are commensurate with post holder’s level, wherever they may be, to achieve the objectives of the Directorate.
* To represent the Council and Directorate in a professional manner meeting the Corporate and Directorate aims. To comply with Directorate and Corporate policies.
* If appropriate to be responsible for the recruitment and performance management of designated teams and individuals in accordance with Corporate and Directorate aims and management style.
* To comply with the council’s financial regulation and standing orders
* To actively promote Dudley’s commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults at a level appropriate to this group.
* Employees must comply with health and safety legislation and will be required to comply with the Council’s Health and Safety Policies. All employees must ensure that they take reasonable care of their own health and safety as well as the health and safety of any person that is affected by their actions.
* To be responsible for adhering to legislative requirements and Council Policies and Procedures including, but not exclusively health & safety, Data Protection and Internet/Email use.
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| Special Conditions |  This post is subject to the DBS checking process Driving Licence will be subject to checking with the DVLA. It is a council requirement to have Business Use Car Insurance and a valid MOT certificate (For cars over 3 years old)  |
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| Car Allowance | Car Mileage |
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| Prepared By(Section/Mgr) | Principal Solicitor (Child Protection, Adult Community Care and Education) |
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| Review Date  | October 2023 |