

<b>Job description</b>	
<b>Job title</b>	<b>ASSISTANT SOLICITOR/LAWYER (CHILDREN'S SOCIAL CARE)</b>
<b>Grade</b>	<b>PAY BAND Q</b>
<b>Service Area</b>	<b>RESOURCES</b>
<b>Service</b>	<b>LEGAL SERVICES</b>
<b>Accountable to</b>	<b>PRINCIPAL SOLICITOR/LAWYER (PEOPLE AND LITIGATION), SENIOR SOLICITOR/LAWYER (CHILDREN'S AND ADULT'S SOCIAL CARE) AND HEAD OF LEGAL SERVICES</b>
<b>Responsible for</b>	<b>NOT APPLICABLE</b>
<b>Date reviewed</b>	<b>July 2023</b>

### **Purpose of the job**

The provision of proficient legal services to Elected Members and Officers of the Council.

To provide a high quality, efficient, customer-orientated legal service to its clients, covering all aspects of the Council's children's social care and children's safeguarding functions.

To undertake professional legal work particularly in relation to childcare proceedings and other social services matters as may be allocated by the Principal Solicitor/Lawyer (People and Litigation) and/or the Senior Solicitor/Lawyer (Children's and Adult's Social Care).

### **Duties and responsibilities**

1. To develop, monitor and provide efficient and effective legal services to meet the needs of the Council.
2. To provide high level, sound, proactive and constructive legal advice and assistance to Elected Members and any internal clients of Legal Services, primarily relating to the children's social care and children's safeguarding functions of the Council (both contentious and non-contentious), as well as a thorough working knowledge of associated primary and secondary legislation but also to include such other matters as the post holder may be assigned from time to time.
3. To have care and conduct of a caseload of complex children's social care and children's safeguarding matters.
4. To ensure the allocated caseload is managed in accordance with established practice guidelines.

5. To advise on the initiating and making of other associated appropriate applications relating to this area of work.
6. To represent the Council and/or Legal Services and attend and advise at multi-disciplinary team meetings, client interface meetings and such other working groups, panels and/or corporate groups as may be considered necessary and appropriate to support the children's social care and children's safeguarding client in the exercise of its functions.
7. To appear on behalf of the Council as an advocate in a relevant court as appropriate on children's social care and children's safeguarding matters or any other matter allocated by the Principal Solicitor/Lawyer or Senior Solicitor/Lawyer.
8. To instruct Counsel to advise, act or appear on behalf of the Council as and when appropriate and required.
9. To provide advice in relation to all duties and functions of the Children's Social Care client and the Knowsley Safeguarding Children Partnership.
10. To direct and supervise as appropriate the work of more junior members of the Legal Services' Child Protection Team, to include allocation of work, checking quality of work and providing, where appropriate, on the job training.
11. To provide training for Elected Members and any service of the Council and/or any external client of Knowsley Legal Services or a Council partner as may be required.
12. To operate and/or undertake such systems and procedures as are deemed necessary for the effective provision of the service including those relating to the maintenance of case management information Legal Services' Child Protection Team budget monitoring.
13. To keep and maintain appropriate legal records, including time recording.
14. To ensure compliance with the Law Society's professional standards for Solicitors (where appropriate) and the Council's own internal policies, rules and procedures.
15. To carry out such other duties and responsibilities appropriate to the post as may be determined.
16. To support the Council's pursuit of greater collaboration and co-operation (including shared services) between local authorities including the carrying out all of the duties and responsibilities set out above for another local authority in accordance with terms agreed by and under the supervision of the Senior Solicitor Lawyer.

This is not a comprehensive list of all of the duties and responsibilities which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken and flexibility is required in terms of responding to changing demands in the team or in the workload of Legal Services.

### **Health and safety**

1. To use office equipment as instructed and trained.

2. To inform management of any health and safety issues which could place individuals in danger.

### **Data Protection and Information Security**

1. Implement and act in accordance with the Information Security Acceptable Use Policy and Data Protection Policy or any other policy implemented with respect to the Council's responsibilities regarding information security or data protection.
2. Protect the Council's information assets from unauthorised access, disclosure, modification, destruction or interference.
3. Report actual or potential information security incidents.
4. Implement and act in accordance with the Information Security Acceptable Use Policy and Data Protection Policy or any other policy implemented with respect to the Council's responsibilities regarding information security or data protection.
5. Protect the Council's information assets from unauthorised access, disclosure, modification, destruction or interference.
6. Report actual or potential security incidents or data breaches.

### **Knowsley Better Together – Staff Qualities**

The following qualities have been adopted by the Council and apply to all employees. You are expected to embrace and display these qualities. Your line manager will discuss your behaviour with you, during your My Time and My Time Extra meetings.

- **Integrity.** You are required to be open and honest, maintain high standards of personal behaviour and display strong moral principles.
- **Accountability.** You must take personal responsibility for your actions and decisions and understand the consequences of your behaviour.
- **Communication.** You must listen and talk to others, taking account of other people's points of view. You should share information and strive to work together.
- **Respect.** You must treat people with care and dignity, observing the rights of other people, and helping and supporting others where you can.