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**JOB DESCRIPTION**

**Job Title: Solicitor - Adult Social Care and Education –**

**Directorate & Section/Unit: Chief Executive’s Unit (Legal Governance)**

**Salary Grade: PO3**

**Reporting to: Principal Solicitor Adult Social Care, Education and Debt Recovery**

**Responsible for: N/A**

**Number of Direct Reports: 0**

**Supervisory Responsibility for: Legal Assistant, Legal Clerk and Trainee Solicitor**

**WCC Management Level: Frontline**

**Our People Values:**

To uphold and act in accordance with Worcestershire County Council's values;

* ***Customer Focus –*** Ensure delivery of a high-quality service which meet the needs of customers.
* ***Can Do Culture –*** Be proactive to achieve excellence, finding solutions and creative ways of working.
* ***Freedom within Boundaries -*** Make constructive change through cohesive decision making, ensuring services are responsive.

**Purpose of job:**

* Delivery of the provision of quality Legal Services to Adult Services and Children’s Services, for the specific category portfolio comprising Adult Social Care and Education including Special Educational Needs (SEN).
* Support the development, management, and delivery of effective and efficient legal services within the Adults and Education Team with an emphasis on commercially focused strategies which meet the business objectives and deliver value for money outcomes both for the Client Directorates and the Legal and Governance Division.
* To provide legal expertise in adult social services law and education law and conduct legal proceedings in the Court of Protection, High Court and County Court and Tribunals in respect of adult protection, welfare and property and financial affairs, Deprivation of Liberty, Judicial Review, community care, mental health and education legal work.
* Deliver effective solutions to secure the desired outcomes.

**Main Activities & Responsibilities:**

* To Support the Principal Solicitor from time to time and deputise in their absence in the management and areas of responsibility of the Adults and Education Team.
* Demonstrate effective negotiating skills with all stakeholders by representing, communicating, and promoting the purpose, values, and vision of the instructing Directorate in any given case.
* Continually seek opportunities to lawfully deliver improved outcomes to the directorates’ instructing Legal Services on the various projects being undertaken where legal input is required in the most cost-effective manner.
* To take conduct of complex and contentious and/or non-contentious legal matters concerning one or more aspects of the Council’s functions as allocated, but particularly in respect of all aspects of adult social care law, adult protection, DOLS and education law, SEN, judicial review and local government law including governance, often requiring creative appraisal and solutions.
* To manage allocated cases without day-to-day supervision and to manage time and responsibilities accordingly.
* To handle other legal matters within the remit of the Service or team as may be allocated from time to time.
* Delivery of the Service Level Agreements with maintained schools and academies relating to education law and school governance aspects of the Schools Helpline.
* To act as advocate in any forum; to prosecute; to pursue or defend cases and to appear before the full range of Courts and in particular manage more complex cases in the Court of Protections, High Court, and County Court.
* To Instruct and assist Counsel where appropriate.
* To undertake legal research of legal issues arising from the work of the Council or its components or associated public bodies for whom the Assistant Director of Legal & Governance also acts, and to keep abreast of developments in relevant areas of law informing interested parties of their implications.
* To supervise the work of solicitors-lawyers (junior), legal assistants and legal clerks.
* To contribute as required and to assist in the implementation and development of appropriate policies, office procedures, standards, and systems (including any case-management and time recording systems).
* To represent the Assistant Director of Legal and Governance at meetings of Member Bodies and Officer Groups, as required.
* To take all reasonable steps to ensure confidentiality, where appropriate.
* To bring to the attention of the Assistant Director of Legal and Governance and Monitoring Officer any matter of which s/he should be aware in order to discharge the duties of that office.
* To manage and participate in the implementation, development and maintenance of court bundling, case managements systems, office procedures, systems, standards, and policies, as required with the aim of developing and maintaining a paperless office.
* Use the adopted case management system to record and upload all correspondence, instructions, and communications in relation to case work, management, and supervisory work.
* Promote the Council's commitment to achieving its corporate objectives.
* Identify opportunities to develop collaborative relationships within the team and more widely with various stakeholders.
* Maintain a comprehensive insight and understanding of legal developments, at local, regional, and national levels, identifying the key issues in the respective legal topics covered by the Team; understanding thoroughly the legal principals, implications and opportunities to exploit new law, practice and procedures for the benefit of the Council.
* Develop and maintain effective working relationships, maximising the engagement and support of managers and other key stakeholders.
* Comply with reporting statistics on workload, Feedback forms and the meeting of Key Performance Indicators (KPI’s) for bench marking purposes and development of business cases and identify and implement improvement plans where required.
* Support team members, including personal development, training, continuing professional development and staff performance measurement, in accordance with Council staffing policies, and to ensure the delivery of the team and individual savings targets.
* To robustly evaluate and challenge external suppliers of legal services, e.g., experts, counsel etc. to ensure that they are deliverable and represent best value to the Council.

**Generic Accountabilities:**

* To maintain personal and professional development in accordance with professional standards; to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training.
* To undertake other such duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.
* To undertake health and safety duties commensurate with the job and/or as detailed in the Directorate’s Health and Safety Policy
* The duties described in this job description must be conducted in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the Council’s Equality and Diversity Policy
* Working with vulnerable Adults, children and young people can, at times, be emotionally challenging for which appropriate support will be provided through management supervision. The post holder must be able to deal with such mental demands.

**Contacts:**

* In all contacts the post holder will be required to present a good image of the Chief Executive’s Unit and the Council, as well as maintaining constructive relationships.
* Internal contacts: Elected Members, Strategic Directors, Directors, Assistant Directors, Senior Managers, Management Teams, Managers & Staff across all directorates, School Governors, Head Teachers, Teachers, Support, and other school-based staff.
* External contacts: District & County Councils, Government Agencies & Departments, NHS, Integrated Care Boards, Healthcare Professionals, Advocates, Care Providers, Police, Educational Settings, Suppliers, Contractors, Service providers, Statutory and Voluntary Organisations, service users, clients, customers, parents & pupils, members of the public, volunteers.

**Additional Information:**

* The Council reserves the right to alter the content of this job description, after consultation to reflect changes to the job or services provided, without altering the general character or level of responsibility.
* The duties described in this job description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the Council's Equal Opportunities Policy.
* Reasonable adjustments will be considered as required by the Equality Act
* The post is politically restricted under the terms of the Local Government and Housing Act 1989.

Author: Catherine Hitchman Date: Aug 2025