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**PERSON SPECIFICATION**

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

**Directorate & Section/Unit:** Chief Executive’s Unit, Legal and Governance

**Salary Grade:** PO3

**WCC Management Level:**

**EXPERIENCE:**

It is **essential** that the post holder has:

* Substantial experience of successfully running a complex Court of Protection caseload to include applications under Sections 16 or 21A of the Mental Capacity Act 2005 and Community DOL Applications.
* Substantial experience of mental health law, compulsory detention, guardianship and conducting displacement of nearest relative applications, appearing in the First Tier Tribunal.
* Substantial experience of adult social care law to include ordinary residence disputes, challenging continuing healthcare decisions, contract disputes, funding care and client charging.
* Demonstrable experience of bringing and defending judicial review applications including practice and procedure.
* Experience of education law, in relation to the Council’s education functions and duties to include advising on SEN matters, Home to School Transport, school governance, admissions, exclusions and complaints and advising headteachers who have signed up to the schools legal advice helpline.
* Substantial experience of robust case management of Court of Protection and Education casework.
* Demonstrable experience advising and contributing on the development and improvement of adult social care and or education/SEND strategies and policies within the Adult Services and Children’s Services Directorates including advising on decision making related governance.
* Experience of advocacy and can demonstrate an aptitude for and commitment to advocacy including undertaking contested hearings.
* Demonstrable experience of using an electronic case management system (or similar) to deliver a paperless office solution.
* Significant experience of advising on reports including redrafting, writing business cases, responding to corporate complaints for a range of audiences.
* Considerable experience of proactively managing, supervising, and developing Legal Services staff within the Team, especially through periods of change, to achieve SMART agreed performance outcomes and sustainable improvements.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

It is **essential** that the post holder can demonstrate:

* Expert knowledge of Adult Social Care and Education legislation, practice, and procedure to include community care, mental capacity, DOLS, mental health, education and SEN, public/local government law to successfully provide legal advice and assistance to Adult Services and Children’s Services Directorates in the exercise of the Council’s statutory functions.
* Expert knowledge of statutory duties
* Specialist knowledge of public law principles including issuing or defending claims for Judicial Review
* Detailed knowledge in the use of corporate governance and decision making.
* The ability to use and apply legislation and case law to formulate strategies to protect the Council’s interests or make improvement to service delivery.
* Proven ability to negotiate and influence.
* The ability to produce documentation in a clear and concise way and to a range of audiences.
* Strong personal and inter-personal skills including team building, communications, motivation, leadership, and the ability to develop and maintain effective partnership working.
* Resilient and deals positively with change.
* Works flexibly, efficiently, and effectively, reducing costs and eliminating waste.
* Recognises political context.
* Takes ownership of own work area and the development of others.
* Committed to excellence.
* Strives to build effective working relationships with team members and stakeholders.

**QUALITIFCATIONS/TRAINING**

It is **essential** that the postholder:

* Is a Solicitor or Barrister entitled to practise within England.

It is **desirable** that the postholder has:

* A Level 1 qualification in Essential Digital Skills or evidence of excellent IT skills in Microsoft Office

**ADDITIONAL INFORMATION**

It is **essential** that the postholder:

* Is highly motivated, committed, and willing to persevere.
* Maintains personal and professional development to meet the changing demands of the job, participate in appropriate training activities.
* Able to work remotely, with access to good broadband connection.
* Is able to travel with private transport to various external meetings/venues/Court, often at short notice and in response to tight timescales.

It is **desirable** that the postholder has:

* Enthusiasm and potential for a successful career within local government.
* Understands, and empathy for, the local government democratic process.
* Copes well with change.

Aug 2025

CGH