

Person Specification

Job Title:	Solicitor (Community Care/Public Law)
Service:	Legal Practice Unit
Reporting to:	Community Care Team Manager
Salary Range:	Starting from £33,000 Dependent on experience and supervisory responsibilities. The post holder will also benefit from eligibility for our bonus scheme
Work Pattern:	Full-Time (However, flexible working arrangements will be considered in line with operational need and pay pro-rated accordingly)
Contract Type	Permanent

Qualifications

- Be a qualified solicitor with no conditions or restrictions on practicing rights.(E)
- Experience supervising others and ability to meet the Legal Aid Agency's supervisor standards in Community Care and/or Public Law. (D)

Knowledge, Skills & Experience

- Experience of conducting community care law and public law matters and ability to conduct community care law and public law litigation (judicial review) in the High Court and upwards. (E)
- Be able to evidence a good past track-record of billing and time recording performance. (E)
- Be able to work hard, on own initiative and with enthusiasm to deadlines (E)
- Be able to work with clients of a wide variety of cultural, ethnic and educational backgrounds and with those who may be vulnerable and have experienced abuse or harm. (E)
- Experience of working with vulnerable children and young people, including victims of trafficking, people with mental health difficulties, people with unsettled immigration status and age-disputed asylum seeking minors. (D)

- Be committed to high quality legal casework, advice-giving and client care. (E)
- Be able to communicate effectively in writing and over the telephone. (E)
- Be flexible to juggle several competing tasks at the same time and prioritise tasks. (E)
- Be able to manage a caseload and to run it to a high standard of efficiency and quality. (E)
- Be able to assist other fee-earners in their work by undertaking steps on their cases. (E)
- Be able to work within the centre's policies, procedures and standards (E)
- Willingness to actively contribute and participate in team meetings, the wider work of the centre and marketing and business development initiatives. (E)
- Experience in using Microsoft Office, email, the internet and legal research programmes. (E)
- Be able to demonstrate an understanding of the commercial realities of legal aid funded work and an appetite to develop alternative models of funding. (E)
- Experience of working in a solicitors' office, operating under the Lexcel standard. (D)
- Be able to evidence a 'following', meaning an ability to generate and develop a sustainable and sufficient caseload. (D)

Behaviours and Values

- A commitment to children's human rights and support for CCLC's aims. (E)
- Willingness to work flexibly, independently and remotely as well as part of a team in a shared office and, where necessary, outside normal hours. (E)