

## **Job Profile Senior Child Protection and Adults Social Care Team Lawyer**

This supplementary information is for the Senior Child Protection and Adults Social Care Team Lawyer role and is for guidance and must be used in conjunction with the Job Capsule for the Legal Job Family at

**Job Title: Child Protection and Adults Social Care Senior Lawyer**

**Job Grade:**

**Salary Range:**

### **About Camden**

Camden is building somewhere everyone can thrive, by making our borough the best place to live, work, study, and visit. Because we're not just home to UK's fast-growing economy. We're home to the most important conversations happening today. And we're making radical social change a reality, so that nobody gets left behind. Here's where you can help decide a better future for us all.

The Council is looking for a Senior Lawyer for the Child Protection and Adults Social Care Team to assist in the delivery of some of the Council's top priorities by delivering a high-quality customer focused legal service. Our in-house legal team plays an essential part in the achievement of the objectives of Camden Council. As a service, we strive to provide a high-quality professional service that meets our client's expectations. You will be a valued member of a lively, responsive, and supportive team delivering essential advice to clients and providing representation in diverse and interesting cases across the Council.

### **About the role**

To provide a high quality and comprehensive legal service on all aspects of law relating to the area of Children and Adults Social Care in a corporate context including:

Providing detailed high level advice on Social Services Law

Acting as an in-house advocate

To have conduct of a Social Services caseload

- To be for the management and supervision of a specialist Child Protection and Adults Social Care legal team ensuring delivery of a customer focused service.
- To provide a comprehensive high-quality legal service on all aspects of Social Services law and practice
- To work in partnership with service directorates by proactively developing effective working relationships.

- To ensure effective communication channels and links within the team and Legal Services and with service directorates.
- To be responsible for the team's service delivery and in particular undertake complicated matters and cases raising new points of law.
- To work with the Principal Lawyers to manage the team's performance, work and relationship with the service directorates, corporate services elected members (and external clients where appropriate).
- In co-operation with the Principal Lawyer to work collaboratively with other teams in respect of complex or routine work or projects to provide a joined up approach to client service delivery.
- To provide legal advice to officers
- To undertake advocacy where appropriate.
- To manage the performance of the team, identifying performance targets, managing outcomes and ensuring the development of individuals and the team.
- To secure the proper and effective allocation of work and use of staff in the team in consultation with the Principal Lawyers and in accordance with the priorities determined by the Council or agreed with service or corporate directorates and ensuring professional standards are met.
- To assist in the implementation of new information technology or systems that may be necessary for the efficient working of the team.
- To assist in the successful implementation and introduction of quality initiatives.
- To be responsible for leading or participating in service wide projects and/or initiatives as and when requested to do so by the Head of Law and/or Principal Lawyers.
- To be responsible for preparing reports for and attending committees where appropriate, working parties and other meetings where legal advice is required.
- To undertake the appraisal and formal supervision of staff within the team.
- To actively work with the Head of Law, other Principal Lawyers and Senior Lawyers to identify opportunities to develop more joint working and efficient and cost effective ways of working within the Legal Services team and with other directorates and corporate services within the Council and external clients
- To be responsible for carrying out other duties of a similar nature as may be required from time to time.

**Other relevant matters:**

- If required by the Head of Law or your manager you may be required to assume a different area of work/ move to another team.
- To undertake all training needed in order to fulfil the full range of tasks outlined in this job description.
- Ensure records are maintained and work carried out in accordance with professional good practice and any requirements to preserve confidentiality as well as adhering to relevant professional conduct rules.
- Endeavour to carry out the work in accordance with the principles of effective service to the client and community at large and in accordance with the Council's stated policies and objectives on equality of opportunity.

- Regularly review the standard of professional practice within your area of responsibility and recommend and implement methods of improving professional standards.
- Valuing Diversity You will be expected to play a leading role in the Council's implementation of Equal Opportunities at work and Diversity policies.
- Health & Safety All employees are expected to observe the Council's Health & Safety Policy and safety legislation whilst carrying out the specific duties and responsibilities of their post.
- The Council operates a no smoking policy in all of its buildings, which all employees are expected to adhere to.
- Data Protection Working with computerised and manual record systems, you will need to be fully aware of your responsibilities under the Data Protection Act 2018 for the security, accuracy and relevance of personal data.

**Example outcomes or objectives that this role will deliver:**

- To provide specialist legal advice and assistance at a senior level on all aspects of Social Services matters (including childcare, adoption, judicial reviews, community care and mental health).
- The post-holder will be responsible for the team of lawyers that are required to effective provision of legal advice, undertake casework and deliver a client focussed service.
- The post-holder is required undertake casework which includes preparing and processing all matters such as attending legal planning meetings, preparation of court documents, the evaluation of evidence, instructing counsel, preparing social work statements.
- To undertake advocacy in Child Protection cases
- To prepare and check reports for and attend committees, working parties and other meetings where legal advice is required.
- To undertake legal research where necessary and in particular in respect of new legislation.
- To focus on the delivery of outcomes and the priorities of the Council as set out in We Make Camden, our renewed vision for our borough
- To assist in the implementation of and utilise any case management and information technology systems.
- To work effectively and in partnership with colleagues and team members in the delivery of the service and in respect of complex work or projects. To keep abreast of all relevant legislation, court practice and procedures and report and advice the Council of the impact of these on client groups and the management of cases. To make recommendations on any changes in policy or practice.

All Camden employees are expected to be flexible in undertaking the duties and responsibilities attached to their post and may be asked to perform other duties which reasonably correspond to the general character of their post and their level of responsibility.

**About you**

You will have the following technical knowledge and experience:

- Be a qualified solicitor or Barrister, or Fellowship member of the Institute of Legal Executives.
- Detailed knowledge of Social Services Law
- Have a working knowledge of Community Care Law and the law in respect of the Judicial Review process.
- Willingness to develop an understanding of Education Law

- Good experience of managing and supervising a team of experienced Lawyers
- Excellent interpersonal and communication skills (written and oral) including literacy, tact and diplomacy and ability to advise competently on relevant legal matters.
- Experience of advising clients, meeting deadlines and time recording.
- Excellent organisational skills able to manage a complex and varied workload with a flexible and innovative approach to work.
- Ability to make accurate, considered judgements and decisions.

**Work Environment:**

This post is based in 5 Pancras Square. Travel between other council premises may also be required to attend meetings.

The post-holder will be required to work in an 'agile' way in line with Camden's move to a paperless and flexible work environment.

**People Management Responsibilities:**

None

**Relationships:**

The post-holder will be required to liaise primarily with officers in the Commercial Property Management team; the planning team, Credit Control and Finance, and the Housing teams that sit within the Supporting Communities Directorate, but also with various teams and services across the organisation where necessary, to provide high level, technical advice. Key client contacts are likely to include:

- Relevant Directors across the Council
- Head of Procurement Service
- Commissioning officers

Within the legal department and the broader environment of the council the post-holder will be required to maintain key relationships and contact with some or all the following:

- Borough Solicitor, Principal and Senior Lawyers
- Chief and Senior Officers within the council and other public/local authorities in Camden
- Councillors/members of the public
- Chief and Senior Officers of other Local Authorities
- Professional and technical bodies
- Counsel and private solicitors

- Court officials.

### **Over to you**

We're ready to welcome your ideas, your views, and your rebellious spirit. Help us redefine how we're supporting people, and we'll redefine what a career can be. If that sounds good to you, we'd love to talk

### **Is this role Politically Restricted?**

Some posts at Camden are politically restricted, which means individuals holding these posts cannot have active political role. For a list of all politically restricted roles at Camden [click here](#).

This role is not a politically restricted role

### **Diversity & Inclusion**

We want Camden Council to be a great place to work and to ensure that our communities are represented across our workforce. A vital part of this is ensuring we are a truly inclusive organisation that encourages diversity in all respects, including diversity of thinking. We particularly welcome applications from Black, Asian and those of Other Ethnicities, LGBT+, disabled and neurodiverse communities to make a real difference to our residents so that equalities and justice remains at the heart of everything we do. Click [Diversity and Inclusion](#) for more information on our commitment.

### **Agile working**

At Camden we view work as an activity, not a place. We focus on performance, not presenteeism. We create trusting relationships; we embrace innovation rather than bureaucracy and we value people. Collaboration is the Camden way, silo working isn't.

At Camden we are proud to be one of Hire Me My Way's inaugural campaign supporters. Hire Me My Way is a national campaign led by Timewise, designed to increase the volume of good quality jobs that can be worked flexibly in the UK ([www.HireMeMyWay.org.uk](http://www.HireMeMyWay.org.uk)). Hire Me My Way aims to treble the number of available good quality flexible jobs to 1 million by 2020.

### **Asking for Adjustments**

Camden is committed to making our recruitment practices barrier-free and as accessible as possible for everyone. This includes adjusting or changes for disabled people, neurodiverse people, or people with long-term health conditions. If you would like us to do anything differently during the application, interview, or assessment process, including providing information in an alternative format, please contact us on 020 7974 6655, at [resourcing@camden.gov.uk](mailto:resourcing@camden.gov.uk) or post to 5 Pancras Square, London, N1C 4AG,