

<b>Job Description:</b>	Lawyer
<b>Group:</b>	Community Care
<b>Responsible to:</b>	Head of Group
<b>Location:</b>	Flexible/Fully Remote
<b>Salary:</b>	£40,000-£50,000 DoE

An exciting opportunity has arisen to join our Community Care Group at Invicta Law. Working in a busy but friendly team with a focus on delivering excellent customer service, the successful candidate will be handling a wide range of adult social care matters, with a particular focus on Court of Protection welfare and deprivation of liberty applications.

#### **Purpose of the Job:**

Provide advice and support to local authority clients in a range of key areas of adult social care law.

#### **Main Duties and Responsibilities:**

- Act in Court of Protection proceedings (mainly relating to welfare and deprivation of liberty) on behalf of local authorities, including making applications, filing evidence and preparing for hearings
- Provide advice to local authority clients on various aspects of adult social care law, in particular mental capacity but potentially including safeguarding, mental health and other more general community care issues
- Must be able to quickly take on a busy caseload with minimal supervision and maintain files to a high standard
- Build strong and positive relationships with clients
- Time record accurately and manage time efficiently
- Maintain SRA standards and ethics at all times



## Person Specification: Lawyer

The following outlines the minimum criteria for this post.

Applicants who have a disability and who meet the minimum criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

### Minimum

#### Qualifications (if essential)

Qualified Barrister/Solicitor/CILEx, including newly qualified

#### Experience

Experience in adult social care law essential

#### Skills and Abilities

You will demonstrate the following competencies:

- File management
- Client care and support
- Communication skills in dealing with clients, courts and other parties
- Drafting advice/correspondence
- Handling of confidential and sensitive personal data
- Advocacy experience desirable but not essential

#### Personal Qualities

- Hardworking, motivated and efficient
- Friendly, resilient and respectful of others
- Able to balance competing demands and prioritise your workload
- An efficient communicator
- Commercially minded
- Ready to be challenged and willing to learn
- Able to meet tight deadlines and work under considerable pressure
- Approachable and supportive of colleagues
- Open to and willing to act on constructive criticism

