

## Job Description: Solicitor / Lawyer

Group:	Child Protection Team
Responsible to:	Allocated Principal and Heads of Group
Location:	Priory Gate, 29 Union Street, Maidstone, ME14 1PT
Salary:	Competitive, DOE

### Purpose of the Job:

To provide high quality, timely and cost-effective legal advice and representation on such matters as may be allocated by the Principals, Heads of Group and the Executive Management Team.

### Main Duties and Responsibilities:

#### 1. Principal Duties and Responsibilities

- (a) To personally represent and/or assist Counsel to represent Invicta Law and other clients before tribunals and courts,
- (b) To work with other members of the team and to advise upon all aspects of the work of the Child Protection Team including advice to social workers and external clients.
- (c) Ability and willingness to be responsible with some supervision for the preparation and conduct of a full caseload of public child care law proceedings.
- (d) The ability to carry out legal research for own cases and by way of support to the Head of Group and to ensure that this is shared with team members to assist in the effective discharge of their duties.
- (e) To represent Invicta Law at meetings, working groups, external meetings as directed by the Head of Group.
- (f) To provide advice to other Teams within Invicta Law as necessary.
- (g) Achieve and maintain good working relationships with external and internal clients, Kent County Council professional and other staff.
- (h) Participate in such Quality Assurance and other systems as may apply in Invicta Law specifically, and more widely our clients, and to assist the Head of Group in ensuring that Legal staff follow Office Manual and quality procedures.
- (i) Carry out such other duties commensurate with the post as the Head of Group may reasonably require.



## Person Specification: Senior Solicitor / 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.

<b>Qualifications</b> <i>(if essential)</i>	<ul style="list-style-type: none"> <li>Qualified solicitor / lawyer with current practising certificate.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience of child protection work, including advocacy in the Family Courts before magistrates and judges.</li> </ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>Excellent research and drafting skills.</li> <li>Ability to manage own caseload and to work effectively to high professional standards, including being able to respond quickly and accurately to urgent matters and meet deadlines.</li> <li>Good IT skills including being able to use Microsoft Word &amp; Outlook effectively and ability to use a legal case management system.</li> <li>Ability to supervise the work of non-admitted and support staff.</li> <li>Good team working skills.</li> <li>Ability to work fast and under pressure, using initiative and adopting a proactive approach.</li> <li>Excellent presentation and communication skills.</li> <li>Able to cultivate good working relationships with clients with minimum supervision.</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>Thorough knowledge of the law relating to child protection.</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>A commitment to further professional development.</li> <li>A can do and customer focused approach.</li> <li>Flexibility and the ability to meet urgent deadlines.</li> <li>Ability to spot opportunities to expand and widen the Unit's existing client base.</li> </ul>

