

**Job Description**

**Job Title:** Legal Team Manager – Children’s Services

**Salary Grade:** Grade 10

**SCP:** 42-46

**Job Family:** OS

**Job Profile:** OS6

**Directorate:** Corporate and Commercial

**Job Ref No:**

**Work Environment:** Office

**Reports to:** Service Manager – Legal and Business

1. **Purpose**

To be responsible for the management and delivery of a high quality legal function for children’s services.

1. **Key Responsibilities**
2. To lead and manage the delivery of a high quality legal function for children’s services in terms of professional expert advice and progression of care proceedings that meet good practice standards and focus on securing timely outcomes for children.
3. To establish and maintain an effective management and professional supervision approach for the Children’s Legal Team.
4. To lead on the professional development of the function through implementation of a Team Training Plan that ensures the Continuing Professional Development needs for individual staff are met.
5. To ensure the effective allocation of work across the Team within timescale.
6. To be responsible for ensuring the robust management of the Legal Services operational budget as appropriate including the establishment of procedures and protocols for the use of external advocacy services.
7. To manage and monitor the delivery of legal services through robust performance management and monitoring processes ensuring compliance against with national standards and best practice.
8. To work with the Business Manager to produce performance reports as required that demonstrate the effectiveness of the legal function in line with agreed key performance indicators.
9. To develop and maintain positive and collaborative working relationships with internal and external partners to support delivery of the legal function.
10. To develop and continuously improve legal processes, including updating literature, legal procedures and associated documentation in order to provide an accurate and efficient legal service.
11. To contribute to the training needs of children’s social care in relation to child protection proceedings through the development and delivery of training materials and courses in conjunction with social care managers.
12. To hold a small caseload of child care proceedings and other court proceedings, provide timely and accurate legal advice, draft legal documentation and correspondence as needed through attendance at meetings, provision of reports and implementing decisions in relation to child protection proceedings.
13. To represent TfC at court as required in a professional capacity.
14. To continually monitor the inception of new legislation and case-law relevant to the children’s legal function and apply this to practice as required.
15. To carry out such other duties as may be allocated from time to time by the Service Manager – Legal and Business or the Director of Corporate and Commercial Services.
16. **Management Responsibilities**
17. This role is responsible for the professional supervision and development of the Children’s Services Legal Team.
18. To undertake the specific management duties as set out in the Together for Children’s General Statement of Health and Safety Policy and to ensure that al employees have the Policy communicated to them and to ensure that all employees comply with Health and Safety requirements.

**D. Additional Information/Other Requirements**

1. This post will be line managed by the Service Manager – Legal and Business.
2. The postholder will be required to be a qualified Solicitor, Barrister or Fellow of the Chartered Institute of Legal Executives (with litigation advocacy rights).
3. Other duties and responsibilities allocated which are appropriate to the grade of this post.
4. The post will be based within Together for Children’s Corporate and Commercial Services Directorate.
5. The post holder will be required on occasion to travel within and outwith the City as required to undertake the role.
6. The post holder will at all times act in accordance with TfC company values.

**E. PERSON SPECIFICATION**

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| **Essential Requirements**  |
| * Qualified Solicitor/Barrister or Fellow of the Chartered Institute of Legal Executives (with litigation advocacy rights) with at least 5 years PQE.
 | Application Form/Interview |
| **Experience*** At least 5 years experience of:
	+ post qualifying experience ideally relating to child protection legal work which must have included drafting all required documentation and attending court to undertake advocacy, including contested cases
	+ legal knowledge and understanding of legal principles including PLO
	+ Working at a senior level within management to deliver high quality legal services - ideally within Children’s Services
 | Application Form/Interview |
| **Knowledge and understanding*** Children’s Act 1989 and Regulations made thereafter
* Knowledge of Children’s Services
 | Application Form/Interview |
| **Skills*** Demonstrate effective leadership and management of teams to ensure the delivery of high quality services
* Demonstrate effective training and coaching of staff
* Managing resources within a defined budget
* Excellent communication skills with proven experience in the drafting of various legal documentation
* Effectively communicate with a wide range of partners
* Excellent self management and prioritisation skills that ensure deadlines are met
* Demonstrate effective performance management approaches
* IT Skills - Able to effectively use a PC to prepare documents, record information or input data.
* Excellent negotiation and influencing skills
* High level analytical skills with the ability to proactively solve problems and seek solutions to complex situations
* Strategic thinking and decision maker in line with plans, policies and procedures
* Problem solving and solution-focused
* Build and develop a positive team culture
* To be resourceful in the face of challenges.
* Strong partnership skills
* Listens to others to assess requirements in order to respond appropriately and efficiently
 | Application Form/Interview |
| **Ability to*** Able to meet the travel requirements of the post
* Able to work outside of normal working hours to meet the needs of the service.
* Able to delight customers, deliver high quality tailored services to meet needs and exceed expectations
* Able to seek and consider the views of others in setting and deciding plans, activities and progress.
* Able to work at a fast pace, coping well with higher levels of workload.
* Able to be creative in working through problems and making decisions.
 | Application Form/ Interview |
| Commitment to Equal opportunities  | Application Form/Interview |
| **Behaviours and Values:*** Able to at all times to act in accordance with TfC Company values:
	+ Child Centred
	+ Transparent
	+ Respectful
	+ Creative
* To remain calm, resourceful and professional in the face of challenge
* Demonstrate resilience in the face of competing priorities
 | Application Form/Interview |

**F. Statutory Requirements**

**In line with the Together for Children’s Statutory Requirements, all employees should:**

Comply with the principles and requirements of the General Data Protection Regulation (GDPR) in relation to the management of Together for Children Sunderland’s records and information, and respect the privacy of personal information held by Together for Children Sunderland.

Comply with the principles and requirements of the Freedom in Information Act 2000.

Comply with the Together for Children Sunderland’s information security standards, and requirements for the management and handling of information.

Use information only for authorised purposes.

The postholder must carry out his or her duties with full regard to Together for Children Equal Opportunities Policy, Code of Conduct and all other policies.

The postholder must comply with Together for Children Health & Safety rules and regulations and with Health & Safety legislation

April 2019