

**Job Description & Person Specification**

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| **Post Title** | Senior Legal Officer – Adult Services, Conduct & Complaints | | | | |
| **JE Reference** | H0168 | **Grade** | J+ | **SCP Range** | 45 - 47 |

**Reporting line:**

Principal Legal Officer

Senior Legal Officer – Adult Services, Conduct & Complaints

Legal Officers and Assistants

**Job Purpose:**

To provide legal advice and legal services to the Council, its Committees, Members and Officers and to any other bodies or persons with whom the Council has agreed to provide such advice or services. To manage members of the Adult Social Care Team within the service and assist with management of the SLA agreement with Adult Services. To deputise for the Monitoring Office/Deputy Monitoring Officer when required in relation to Code of Conduct complaints.

**Relationships:**

**Accountable to:** Principal Legal Officer

**Accountable for:** Legal Officers and Assistants

**General Contacts:** Other Directorates, Managers at all levels, Elected Members, colleagues and external professional bodies.

**Key duties and responsibilities:**

1. To be responsible to the Commercial and Legal Manager and Principal Legal Officer for providing legal advice and services in relation, but not limited to the areas of law included within the services detailed in the Service Level Agreement for Adult Services (as specified in the supporting person specification) and associated areas such as, for example, coronial law/inquests as appropriate.
2. Taking the lead role in co-ordinating the investigation of, and response to, complex social care and, where relevant, more general corporate complaints;
3. Deputising for the Principal Legal Officer in their absence and undertaking the relevant duties as appropriate during those periods;
4. Deputising for the Monitoring Officer/Deputy Monitoring Officer and taking a lead role in the coordination and/or investigation of Code of Conduct complaints relating to Elected Members as/when required.
5. To attend meetings of the Council’s Committees, Sub- Committees, Forums and Working Parties as may, from time to time, be allocated.
6. To attend such inquiries, tribunals or equivalent bodies as may be relevant to the post holder’s work.
7. Self-management of complex case work within an allocated area as specified in the supporting person specification.

8. Dealing with routine and non-routine case as specified in the supporting person specification.

9. Drafting and negotiating original documents as specified in the supporting person specification.

10. Mentoring, coaching, advising and guiding others, including more junior members of staff, internal colleagues and partners

11. Acting as the principle source of adult social care legal advice for the Council’s various directorates and providing advice and training as required, in line with the Service Level Agreement for Adult Services.

12. To participate in the council’s Emergency Rota.

**General/Corporate Responsibilities:**

1. To undertake such duties as may be commensurate with the seniority of the post
2. To ensure that the Council’s corporate Health & Safety policy is followed and training is undertaken in all pertinent health and safety procedures
3. To partake in the Council’s and Directorate’s staff training and development policies as well as the Council’s system of performance appraisal
4. To treat all information gathered for the Council and Directorate, either electronically or manually, in a confidential manner
5. All employees are required to demonstrate a commitment when carrying out their duties which promotes and values diversity and the equality of opportunity in relation to employees and service users which is in line with the Council’s Equality & Diversity Policy.
6. To be responsible for identifying and managing all risks associated with the job role through effective application of internal controls and risk assessments to support the achievement of Corporate and Service objectives
7. To ensure the highest standards of customer care are met at all times
8. To ensure the principles of Value for Money in service delivery is fundamental in all aspects of involvement with internal and external customers
9. To ensure that the highest standards of data quality are achieved and maintained for the collection, management and use of data.
10. To positively promote the welfare of children, young people, and vulnerable adults and ensure that it is recognised that Safeguarding is everyone's responsibility; and to engage in appropriate training and development opportunities which enhance an individual’s knowledge and skill in responding to children, young people and vulnerable adults who may be in need of safeguarding.

**Last Updated:** January 2020 **Author:** Steve Newton

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| **POST TITLE** | **GRADE** |
| Senior Legal Officer - Adult Services, Conduct &  Complaints | J+ |

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| **NOTE TO APPLICANTS**  Whilst all points on the specification are important, those listed in the essential column are the key requirements. You should pay particular attention to those points and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview. |

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| **CRITERIA** | **NECESSARY REQUIREMENTS** | | **\* M.O.A.** |
|  | **Essential** | **Desirable** |  |
| **EXPERIENCE** | * Substantial relevant recent experience advising on Adult Social Care Legal Services and related disputes, together with substantial experience of Deprivation of Liberty Safeguards (DoLS) / Liberty Protection Safeguards (LPS). * Experience of Coronial Law/inquests, Community Care Law and Ordinary Residence Issues. * Experience of Litigation in the Courts in relation to Adult Social Care, including Court Applications for property and affairs. * Substantial experience of advice in relation to Safeguarding Vulnerable Adults. * Substantial experience advising upon the Mental Health Act in relation to adult social care. * Substantial experience of involvement in Elected Member Code of Conduct complaints. | * Experience of advising in both public and private cases * Experience of training social care practitioners in the legal aspects of adult social care. * Experience of care home fee issues and advising upon tenancy agreements, housing and homelessness matters. * Experience in other local government-related areas of law. | A, I, R |
| **SKILLS AND ABILITIES** | * Ability to work under supervision occasionally but in the main using own initiative. * Ability to work irregular hours occasionally, attending evening meetings when necessary and responding on a rota basis to the Emergency Duty Team. * Ability to draft, negotiate and advise on agreements and other legal documents relating to adult social care law. * Thorough and assiduous approach toward the analysis and resolution of legal matters. * Sound oral, written communication and presentation skills * Good research and analytical skills * Ability to organise, prioritise and manage a varied workload * Ability to work under pressure to deadlines * Ability to deal with very complex legal issues * Good negotiation and diplomacy skills combined with the ability to deal sympathetically but effectively with complainants. | * Management qualification | A, I, R |
| **EDUCATION/ QUALIFICATIONS/ KNOWLEDGE** | * Qualified to Barrister / Solicitor, Fellow or Member of the Institute of Legal Executives or in possession of a law degree or other relevant qualification. * In depth knowledge of legislative requirements. * Specialist knowledge in adult social care law. | * Expertise in other areas of law relevant to local authorities. – | A, I, C |
| **OTHER REQUIREMENTS** | * Flexible approach to work by responding to the needs of the services including, at times, requirements to work beyond normal working hours and in other fields of law. * Commitment to own continuous personal and professional development * Strong team player, committed to an ethos of continuous improvement * Highly motivated, flexible approach. | * Full driving licence * Evidence of own continuous personal and professional development | A, I, C |
| **COMMITMENT TO EQUAL OPPORTUNITIES** | * Commitment to equal opportunities and the ability to recognise the needs of different service users | * Evidence of having completed training in equality and diversity awareness | A,I |
| **COMMITMENT TO SERVICE DELIVERY/ CUSTOMER CARE** | * Commitment to provide a customer-focussed service | * Evidence of surpassing customer expectations or service targets / goals | A,I |

**METHOD OF ASSESSMENT: (\*M.O.A.)**

A = APPLICATION FORM C = CERTIFICATE E = EXERCISE I = INTERVIEW P = PRESENTATION T = TEST AC = ASSESSMENT CENTRE

R = REFERENCE