

**JOB DESCRIPTION: SENIOR SOLICITOR | COMMUNITY CARE |**

<b>Department</b>	Legal Practice Unit
<b>Reporting to</b>	Manager, Community Care Law Team
<b>Salary</b>	Indicative pay bracket for 7+PQE -12yrs PQE = £34,000 to £40,000 per annum with 12+yrs PQE potentially going up to £48,000 dependent on experience. The post holder will also benefit from a bonus scheme. Flexible working arrangements will be considered and pay prorated accordingly.
<b>Location</b>	Coram Community Campus, London, WC1N 1AZ
<b>Job Purpose</b>	To have conduct of and be responsible for a caseload of community care law matters concerning young people, children and their carers and to provide high quality legal advice, assistance and representation to clients through casework.
<b>Responsibilities</b>	<ol style="list-style-type: none"><li>1. To conduct legal casework, including judicial review litigation, in compliance with the Legal Practice Unit's (LPU) procedures and Solicitors Regulation Authority (SRA) requirements, including:<ul style="list-style-type: none"><li>▪ meeting with clients to take instructions</li><li>▪ providing high quality legal advice in writing and in person to clients</li><li>▪ developing case strategies to assist clients resolve their issues</li><li>▪ correctly assessing eligibility for and applying for legal aid and ensuring compliance with Legal Aid Agency (LAA) requirements throughout the conduct of a matter</li><li>▪ liaising with clients, witnesses, counsel, experts, the court and other involved persons in a matter</li><li>▪ drafting correspondence in accordance with the pre-action protocol</li><li>▪ drafting case documents, including pleadings, witness statements, advice letters, instructions to counsel and experts, funding documents such as High Costs Case Plans, instructions to costsdraftspersons, narratives seeking enhancement, representations and appeals against refusal of funding</li><li>▪ billing privately paying clients</li><li>▪ ensuring file keeping of a high standard</li><li>▪ reviewing and monitoring costs of the matter and compliance with LAA requirements.</li></ul></li><li>2. Where fee-earners are absent, to cover work on their caseloads.</li><li>3. To provide supervision to less experienced fee-earners in the LPU.</li><li>4. To record both chargeable and non-chargeable time and to achieve a monthly chargeable hours target.</li><li>5. To meet an annual fee income target, to be monitored on a monthly basis.</li></ol>

6. To undertake other administrative and non-chargeable tasks as required.
7. To keep up to date in all areas of community care law as it impacts children and young people and to be responsible for disseminating relevant information to other fee-earners.
8. To participate in, contribute to and generate ideas for CCLC policy meetings and be willing to take forward policy work as required.
9. To give training, present at seminars, workshops or seminars either internally or externally on relevant community care law matters.
10. Possible opportunity for additional line management responsibility if desired

### **Essential Skills, Knowledge and Experience**

1. A commitment to children's human rights and support for CCLC's aims.
2. Be a qualified solicitor with significant experience of community care law casework and with no conditions or restrictions on practicing rights.
3. Ability to conduct community care law and public law litigation (judicial review) in the High Court and upwards.
4. Be able to evidence a good past track-record of billing and time recording performance and knowledge of and experience of legal aid funded casework.
5. Be able to work hard, on own initiative and with enthusiasm to deadlines including, where necessary, outside normal hours as part of a team in a shared office.
6. Experience of working with vulnerable children and young people, including victims of trafficking, people with mental health difficulties, people with unsettled immigration status and age-disputed asylum seeking minors.
7. Be able to manage a caseload and whilst delivering high quality legal casework, advice-giving and client care.
8. Experience of supervising the work of others and ability to meet the Legal Aid Agency's supervisor requirements.
9. Be able to communicate effectively in writing and over the telephone.
10. Be flexible to juggle several competing tasks at the same time and prioritise tasks.
11. Be able to assist other fee-earners in their work by undertaking steps on their cases.
12. Be able to work within the centre's policies, procedures and standards.
13. Willingness to actively contribute and participate in team meetings, the wider work of the centre

and marketing and business development initiatives.

14. Experience in using Microsoft Office, email, the internet and legal research programmes.

15. Be able to demonstrate an understanding of the commercial realities of legal aid funded work and an appetite to develop alternative models of funding.

**Desirable skills, knowledge and experience**

1. Experience of working in a solicitors' office, operating under the Lexcel standard.
2. Be able to evidence a 'following', meaning an ability to generate and develop a sustainable and sufficient caseload.