

JOB DESCRIPTION AND PARTICULARS OF APPOINTMENT

- Job Title: Solicitor - Childcare
- Post Number: P27249
- Grade and SCP: Band 13, SCP 39-43 (£50,269 - £54,495)
- Directorate: Legal & Governance

Where your role fits at Shropshire Council

As Shropshire Council we are rightly proud of our achievements and we have proven to be a resilient local authority in our response to the many challenges we overcome, particularly over recent years. We will be continuing this momentum with ambition and a focus on delivering our four key priorities outlined within the Shropshire Plan: Healthy People, Healthy Environment, Health Economy and Healthy Organisation.

We are committed to achieving this by aligning everything we do to our vision 'Shropshire - living the best life'; to tell everyone that Shropshire Council is a great place to be.

We will enable a skilled, happy, healthy, diverse, inclusive, empowered, and proud workforce that influences and leads change, addressing any inequalities.

As a member of the Childcare team within Legal Services, you will support the achievement of these key priorities, making a real difference to the lives of people in Shropshire.

Legal Services operates as a support service to the whole Council. Reporting to the Executive Director of Resources through the Assistant Director – Legal and Governance (Monitoring Officer) the Head of Democratic Services and the Legal Team manager - People, its role is to assist in the administration of the democratic process and the decision-making machinery of the Council. Legal Services provides corporate advice to the Council, advice to members and officers, ensures the probity and legality of Council's decisions or actions, represents the Council as necessary in civil and criminal proceedings, and gives advice and assistance to other public organisations.

Overview of your role

As a member of Legal and Democratic Services, you will ensure the delivery of legal services in accordance with the Council's core values and service standards

The post is responsible for the provision of legal services to Children's Services. As a member of Legal and Democratic Services the post holder may be called upon to support or cover for colleagues or undertake work and training relevant to the Service's activities.



Who will your manager be and what will you be responsible for?

You will be:

- reporting to **Head of Legal and Democratic Services** while directly reporting to the Legal Team Manager who is in turn responsible for your health and safety, training and development
- expected to assist in the delivery of legal services
- Responsible for completing within expected timescales all mandatory corporate and role specific training. Training requirements will be detailed in your corporate induction and Personal Development Plan (PDP). Courses are accessed via the council Learning Management System via the Intranet.

What will you be doing?

- working with colleagues to ensure the team functions successfully in support of the Councils corporate and service objectives
- providing such legal services as may be requested in accordance with the responsibilities of Legal Services
- maintaining files and records promptly and accurately to the satisfaction of the Head of Legal and Democratic Services
- generally presenting to clients both internally and externally a professional and efficient manner and appearance.
- Undertaking such other duties as may from time to time be required by the Head of Legal and Democratic Services.
- To provide legal services in a range of areas which shall for the time being include;
 - To advise and support Children's Services in their function of safeguarding children at risk of harm
 - In furtherance of that role, to make applications as necessary to Court, particularly under the Children Act and to attend hearings as an advocate to conduct the proceedings
 - To otherwise advise and support Children's Services.
- A key facet of the role will be to ensure that your individual, team and service targets are met, whilst helping the team to successfully support the wider corporate and service objectives. You will also be expected to ensure the health and safety, as well as the wellbeing of employees whilst promoting equality and diversity.

The above duties are an illustrative outline and are not an exhaustive list. You will be expected to become involved in a range of work to enable the service to respond effectively to the changing requirements of the Council and changes affecting the workforce.



What we expect of you

You will:

- adopt a customer focused approach when delivering your service, ensuring engagement with service users and maintenance of an appropriate personal profile,
- act as an advocate for your service and work collaboratively with colleagues across the whole Council to meet the needs of the people of Shropshire,
- meet individual, service and personal development targets agreed through the Personal Development Review Process, learn from experience and are committed to continuous improvement individually and as an employee of the Council,
- work with colleagues to meet your team's key performance indicators, support a culture of team working and ensure the team functions successfully in support of the Council's corporate and service objectives.
- meet the behaviours and competencies adopted by the Council in the way in which they achieve their objectives and carry out their work.
- A priority for the Council is the protection of vulnerable people, ensuring they are able to live as independently as possible. The post-holder will promote and engage with Council's responsibility to safeguard the welfare of children, young people and adults, and protect their right to be safe from harm.
- Expected to undertake all relevant training requirements specifically to the role including formal Hearing / Investigating Officer training relating to Disciplinary / Grievance policies and procedures.

What are your conditions of Service

The conditions of service are those laid down by Shropshire Council, which have been adopted and amended as necessary from those laid down by the National Joint Council for Local Government Services.

Your primary work base will be at ***The Guildhall, Shrewsbury*** with the requirement to regularly work from home.

Your post is subject to the following:

- The post is Permanent, for 37 hours per week,
- Normal office hours are 8.45am – 5pm Monday - Thursday and 8.45am – 4pm Friday with a lunch break of 40 minutes. Occasional evening work may be required,
- The post is subject to the Council's annualised hours scheme as implemented within the specific work area.

This post carries eligibility to join the Local Government Pension Scheme. Information about this will be sent with any formal offer of appointment.



Annual leave entitlement is a pro rata flat rate scheme of 207 hours (28 days) annual leave plus bank holidays, with five days extra awarded to those staff with five years local government service giving an entitlement of 244 hours (33 days). Two days of an employee's allowance (pro rota for part time staff) must be taken at Christmas for any potential Christmas closures. Employees who work in a building/service which is required to open over the Christmas period, the two days leave (pro rota) can be carried over into your next leave year but must be used by the end of March.

The appointment is subject to **three** months' notice in writing on either side.

The appointment is subject to **six** months' satisfactory probationary service during which time the notice period will be one week on either side.

Smoking is not allowed in Council buildings, in Council vehicles or in any Council place of work.

It is a condition of your appointment that you provide a suitable vehicle for the performance of your duties and that this is readily available for use during normal working hours. You are entitled to claim for reimbursement of the costs of travel on council business at the rate of 45 pence per mile.

What pre-employment checks will we undertake?

The appointment is subject to receipt of the following pre-employment checks;

1. Satisfactory employment references,
2. Medical report,
3. Evidence of the qualifications required for the post/listed on your application form,

All applicants who are appointed to this post will be subject to a **Basic Disclosure check** once the appointment is confirmed. This check will include details of any unspent convictions under the Rehabilitation of Offenders Act 1974.

Supplying false information or failing to disclose relevant information could be grounds for refusal and could amount to a criminal offence.

