

CUMBRIA LAW CENTRE

JOB DESCRIPTION

JOB TITLE: Senior Solicitor
LOCATION: Cumbria Law Centre
RESPONSIBLE TO: The Head of Centre

GENERAL

Responsibility:

- Together with the Head of Centre, manage and develop CLC to provide an effective service to the local community.
- Supervise the legal work of members of staff with a view to preserving and improving legal standards within CLC.
- Liaise with the Head of Centre, Office Manager and the Management Committee and staff as necessary to achieve the smooth running of CLC
- Provide legal advice and representation to clients and to maintain an active caseload.

MAIN DUTIES AND RESPONSIBILITIES

- Undertake casework on behalf of clients.
- Line manage casework staff
- Appraisals of casework staff and implement supervision and file management tasks in accordance with CLC policy and procedures.
- Supervise casework and office practice to ensure compliance with designated standards and to ensure that there is compliance with the relevant professional rules.
- Promote the professional development of casework staff.
- Assist with the day-to-day management of CLC.
- Risk management tasks as they relate to casework in compliance with Lexcel standards.
- Monitor and maintain casework practices in order to comply with the requirements of Lexcel.
- Assist the Head of Centre in ensuring compliance by CLC with Legal Aid contracts and Service Level Agreements.
- Promote a culture of high quality client care and effective complaints management which includes ensuring that all complaints are handled promptly, fairly and effectively.
- In conjunction with the Head of Centre and the Office Manager implement CLC Disciplinary and Grievance procedure.
- Attend Management Committee meetings and assist with the implementation of decisions and policies.
- Co-operate and communicate with the Head of Centre on issues of funding, personnel, publicity and strategic development.
- Maintain an up-to-date knowledge of the law in the specialised areas and a general knowledge of legal developments in the areas of CLC's work.
- Adhere to CLC's Equal Opportunities policy and implement any practice guidelines in the course of duties.
- On occasion, and as required to work outside normal office hours, for which time off in lieu will be given.
- Any other duties as are reasonably required within the general nature of the post as agreed with the Head of Centre

PERSON SPECIFICATION

Essential Requirements

- Admitted solicitor with current unconditional Practising Certificate
- At least three years post-qualification experience, entitled to supervise the legal work of other lawyers.
- Knowledge of the law in employment.
- Ability to directly supervise casework staff including non-solicitor caseworkers and to work effectively with volunteers.
- Able to work under pressure with minimum supervision, meet deadlines and use initiative
- Experience or a good understanding of legal aid work.
- Ability to communicate both verbally and in writing to a high standard with a wide range of people.
- Practical experience of conducting casework on behalf of clients
- Computer literacy.
- An appreciation of, and commitment to, equality and diversity in all aspects of CLC's activities
- Ability to work as part of a team
- A commitment to public legal education and social policy work alongside casework.
- Flexibility

DESIRABLE

- Knowledge of the law in the remaining areas of specialisation.
- Experience of advocacy at court or in Tribunal.
- Experience of leadership and of managing and developing staff
- Understanding of the issues and problems experienced by people living in socially economically depressed areas.
- Knowledge of and commitment to the work of CLC.