



Job description	
Job title	Senior Solicitor (Children's and Adult Social Care)
Grade	PMG 1 – 3 (Career Graded)
Directorate	Resources
Section/team	Legal Services (People Team)
Accountable to	Principal Solicitor (People)
Responsible for	Solicitors (CSC and ASC)
Date reviewed	July 2024

Purpose of the Job

As a Senior Solicitor (People), you will deliver offer a high quality and informed legal offer to Elected Members and Council Officers.

Whilst the primary purpose of this role is to manage and deliver the important and valued legal support offer to Adult and Children's Services, your role is much wider as you will be delivering a valued contribution to protecting and assisting some of Knowsley's most vulnerable residents.

Your contribution will assist to support the delivery of Knowsley's Council plan and we are looking for an experienced and dynamic practitioner who enjoys the varied and challenging work that this brings.

Additionally, you will have outstanding interpersonal skills and be able to engage with a variety of individuals both internal and external to the Council.

You will have the opportunity to develop and improve on the offer within legal services and the opportunity support and develop colleagues within the service and the wider council.

This role is an amazing opportunity to play a key role in driving forward the development and offer within legal services and a real opportunity to improve Knowsley as a place.

To be successful in this role you will need to demonstrate how you meet the criteria below at application & interview stage. As this is a career graded post the grade the criteria is appropriate to is shown. For PMG1 you'll need to show your experience against the PMG1 criteria, for PMG2 you'll need to show your experience against PMG1 and PMG2 criteria. For PMG3 you will need to show your experience against PMG1, PMG2 and PMG3. Please indicate in your application which level you are



applying for. Once in post you will have the opportunity to progress through PMG1-3 as you build your experience

Duties and Responsibilities

This is not a comprehensive list of all the tasks, which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

PMG 1

- To act as the key legal representatives for the client departments you support. You will be a lead officer providing regular advice, guidance and support as is required to ensure the effective delivery of an efficient and effective legal service supporting Council Departments.
- To provide sound, effective and constructive legal advice as required.
- To direct, support and supervise, as appropriate, the work of fee earners in the People team. This includes but is not limited to allocation of work, checking the quality of work and providing peer support and advice as required.
- To provide support as required to the Corporate Management Team and Elected Members.
- To attend, support and advice Council/Board/Partnership Meetings as is required by the service, developing relationships required to deliver mutual goals.
- To ensure the service maintains appropriate legal records.
- Build and maintain relationships with client departments, ensuring regular performance reviews take place and customer satisfaction is maintained.
- To assist with the development of client practice through training and support at a strategic and practitioner level.
- Member of the Legal Services Management Team, role modelling behaviours and investing in the development of others.

PMG 2

- Build organisational capability and resilience by proactively providing feedback, coaching and developing staff within legal services and client departments through the sharing best practice to improve Knowsley's offer and response.
- Manage and resolve the most complex legal issues, taking steps to actively manage and mitigate risk, including reporting to the Head of Legal Services and Information Governance and the Monitoring Officer, as required.
- As a trusted advisor to the client departments you support, help to develop high performing teams that offer an effective response to the issues presented.
- You will champion corporate strategic objectives whilst also identifying and delivering client legal interventions to improve the



effectiveness and efficiency of the services you support. This will require high levels of influence, negotiation skills, and resilience.

- Regularly engage and manage relationships with external partners, including but not limited to, the Courts, Neighbouring Local Authorities, External Legal Advisors, to ensure that the Council's priorities are supported.

PMG 3

- To be effectively appearing before courts/tribunals representing the Council at all stages of Children's Social Care/Adults Social Care proceedings and be able to identify associated savings in legal costs to the Council.
- Lead strategic projects across the Council and/or demonstrate effective work with partnerships (locally and nationally) delivering change.
- Identify and build opportunities to transform the services you support, keeping abreast of modern legal best practice to inform ideas.
- Engage at a local and national level with a range of partners (including Government Agencies) to ensure that you keep abreast of all emerging legislation and policy relating to people services.
- Represent the Council at public/partnership meetings ensuring visibility for the Council and the service as required, on a variety of matters relating to People Services.

Health and Safety

- To ensure suitable and sufficient risk assessments are carried out taking into account employee's capabilities
- To use equipment as instructed and trained
- To inform management of any health and safety issues which could place individuals in danger

Data Protection and Information Security

- Implement and act in accordance with the Information Security Acceptable Use policy and Data Protection Policy,
- Protect the council's information assets from unauthorised access, disclosure, modification, destruction or interference,
- Report actual or potential security incidents.

Knowsley Better Together – Staff Qualities

The following qualities have been adopted by the Council and apply to all employees. You are expected to embrace and display these qualities.



- **Integrity.** You are required to be open and honest, maintain high standards of personal behaviour and display strong moral principles.
 - **Accountability.** You must take personal responsibility for your actions and decisions and understand the consequences of your behaviour.
 - **Communication.** You must listen and talk to others, taking account of other people's points of view. You should share information and strive to work together.
 - **Respect.** You must treat people with care and dignity, observing the rights of other people, and helping and supporting others where you can.
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- As a senior officer, you will be expected to support the Council's emergency preparedness, response, and recovery arrangements; this may include, but is not restricted to, participation in appropriate training and exercises, participation in our emergency duty officer rota, and attending Strategic and/or Tactical and/or Recovery Coordinating Groups with our multi-agency partners.