

### JOB DESCRIPTION

<b>Job Title:</b>	Head of Adult Social Care Law and Litigation
<b>Office:</b>	LGSS Law Ltd
<b>Team:</b>	Adult Social Care and Litigation
<b>Reports to:</b>	LGSS Law Ltd - Executive Director
<b>Grade:</b>	HS
<b>Location:</b>	Sheffield or Huntingdon
<b>Hours:</b>	Full Time (37 hours)

### OVERALL PURPOSE OF THE JOB

To provide innovative, pragmatic and practical legal advice to a range of public sector bodies and manage a legal caseload including highly complex and politically sensitive issues, predominantly, adult social care and/or litigation law (both civil and criminal).

To be an active member of the LGSS Law Leadership Team contributing to the strategic management and development of LGSS Law Ltd, including the development and maintenance of excellent relationships with clients of the service both existing and potential.

To actively lead and manage a team of lawyers across the adult social care and litigation teams located within out three branch offices. You will be ultimately responsible for overseeing the case work, supervision of your colleagues and the day to day decision making and leadership of these teams with the focus to develop high performing teams providing excellent client care combined with value for money.

### MAIN ACCOUNTABILITIES

1. To provide high quality, innovative, well researched and comprehensive specialist legal advice to clients including elected members and senior officers, managing a complex caseload and delivering advice within the timescales required by the client.
2. To provide specialist advice and guidance on legal matters, in the areas of legal practice set out above, and from time to time other areas of law in accordance with the needs of LGSS Law Ltd, for example matters of corporate governance and public law generally.
3. To build highly effective working relationships with clients to ensure that LGSS Law delivers a seamless and client focussed service.
4. Where required, to provide training to clients in your specialist areas of law.

5. To support the Executive Directors of LGSS Law and other colleagues by contributing to the overall management of the firm including staff performance, service and business planning and financial and practice management. This includes ensuring effective use of ICT systems and working in accordance with the standards set out in the firm's Lexcel manual.
6. To attend courts and tribunals undertaking advocacy where required, and also to instruct and manage suppliers of external legal services such as solicitors and barristers. To represent clients in negotiations and discussions with third parties in matters relevant to the specialist areas.
7. To develop effective partnerships, networks and joint working arrangements to ensure the most effective provision of Legal Services to meet the needs and aspirations of clients.
8. To attend the LGSS Law Leadership Team meetings, prepare and submit papers for discussion at those meetings and contribute to the operational and strategic management of the team in order to achieve continuous improvements in services.
9. To deputise for the Executive Director of LGSS Law where required.
10. To manage a team of professional staff, both admitted and non-admitted, to include recruitment, selection, motivation and development, performance appraisal and monitoring caseloads and output.
11. To demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
12. To ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons, to comply with the policies and procedures relating to health and safety within the department, and maintain good employment relations with your team and their representatives.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

PERSON SPECIFICATION			
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<b>SERVICE:</b>	LGSS Law Ltd	<b>DIRECTORATE, OFFICE:</b>	LGSS Law Ltd
<b>GRADE:</b>	HS	<b>LOCATION:</b>	Sheffield or Huntingdon

The following criteria are appropriate for this post. You must meet the essential criteria in order to be shortlisted for the post and it would be advantageous if you meet the desirable criteria.

QUALIFICATIONS	
<p><u>Essential</u></p> <p><b>This post requires satisfactory clearance of a criminal records bureau disclosure:</b></p> <ul style="list-style-type: none"> <li>• Qualified Solicitor or Barrister with extensive experience of adult social care and/ or criminal and civil litigation.</li> </ul>	
KNOWLEDGE AND EXPERIENCE	
<p><u>Essential</u></p> <ul style="list-style-type: none"> <li>• Substantial legal and managerial experience.</li> <li>• Excellent knowledge of and experience in local government law and practice.</li> <li>• Excellent knowledge and experience of contentious and non-contentious adult social care law and/or criminal and civil litigation.</li> <li>• Appropriate advocacy skill and experience and thorough knowledge of relevant courts and tribunals procedure.</li> <li>• Direct experience of leading and managing a team of experienced professionals.</li> </ul>	<p><u>Desirable</u></p> <ul style="list-style-type: none"> <li>• Experience of working with public sector/ not-for-profit clients.</li> <li>• Experience of working in a multi-location legal practice.</li> </ul>

- Experience of implementing service improvements, maximising efficiency and new service delivery models.
- Managing and delivering transformational change in legal services.
- Thorough understanding of major legislation and policy issues affecting local government particularly corporate governance.

## SKILLS

### Essential

- Management and leadership skills – an experienced manager and dynamic individual who provides inspirational leadership and vision and has the ability to motivate and enthuse staff.
- Strategic thinking.
- Political astuteness.
- Exemplary communication skills.
- Budget management skills.
- Excellent working knowledge of local government.
- Business development and marketing
- Interpersonal skills and team player
- Customer care skills

### IT Skills:

- Microsoft office.
- Internet search and retrieval.
- Bespoke software including performance and case management.

## EQUAL OPPURTUNITIES

### Essential

- Ability to demonstrate awareness/ understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.