

ROLE DESCRIPTION

Job Title	Head of Social Security (HSS- 07-21)
Location	Belfast (staff are currently working remotely due to current public health guidance)
Salary	SPC points 38 – 40, £34,106 - £37,107 + 3% pension contribution, commencing at point 38
Post	Full-time post – 35 hrs per week
Reports to	LCNI Senior Solicitor
Job Purpose	This is a senior role in Law Centre (NI) (LCNI). The post-holder will be the lead social security specialist at LCNI and will support the sector in NI by leading the delivery of social security services at LCNI that fulfils LCNI's mission of using the law to change lives.
Contact with	Public and clients Referral agencies, statutory and voluntary organisations Northern Ireland Courts & Tribunal Service Department for Communities LCNI staff, Board, volunteers & students LCNI NI members Trade Unions/other employment bodies/employer organisations Legal profession Elected representatives and policy makers Media

MAIN DUTIES

LEGAL

- Lead the work of the social security hub at LCNI;
- Provide legal advice to callers to LCNI social security law advice line and provide specialist referral support to the sector in NI in the area of social security law;
- Identify, initiate and conduct appropriate cases and represent LCNI clients before the tribunal, Commissioner and other courts, in accordance with LCNI's casework strategy; identify and pursue strategic legal issues in social security law that clarifies the law in NI;
- Advise the Senior Solicitor and Director on the development of the LCNI's casework strategy;

- Responsible for advice and recommendations to the Senior Solicitor and Director on all aspects of LCNI's social security work as lead social security expert;
- Represent LCNI to external stakeholders and organisations on social security law, policy and practice matters, as required, acting as a lead ambassador for LCNI;
- Responsible for ensuring compliance with regulations governing legal aid and maintenance of financial records;
- Responsible for ensuring the compliance by the social security hub with the Lexcel quality standard and other professional standards.

ORGANISATIONAL DEVELOPMENT & MANAGEMENT

- Lead and manage the social security hub at Law Centre NI reporting to the Senior Solicitor and Director, as required; monitor the achievement of individual and team objectives and set priorities in accordance with those objectives;
- Identify and progress opportunities for the development and growth of the organisation that supports sustainability, including the further development of the social security hub at LCNI;
- Ensure all social security hub advice and case recording is accurate and up to date to enable timely production of management and performance reports; produce reports to funders and contribute to funding bids;
- Work with colleagues to identify the social security law training needs of members and others and deliver training;
- Produce and quality assure public legal information in the area of social security law including briefings/legal information papers and other written material for publication;
- Support LCNI's policy work with expert social security law advice and guidance;
- Contribute to and participate in media interviews on social security law, policy and practice;
- Supervise staff, trainee solicitors, students and volunteers, as appropriate;
- Work collaboratively and promote effective knowledge sharing across the organisation that supports the achievement of its overall mission and objectives;
- Role-model the LCNI's values in delivering its vision and mission;
- Contribute to LCNI management and deputise for the Senior Solicitor as required.

PROFESSIONAL DEVELOPMENT/RESPONSIBILITIES

- Build stakeholder confidence in LCNI through high standards of personal and professional accountability;

- Maintain and develop expertise in social security law, continuously building reputation and recognition as NI expert.
- Identify training and professional development needs, including CPD requirements, in consultation with line manager and source appropriate support.

OTHER DUTIES

- Undertake relevant administrative duties in the performance of the above;
- Attend and report to LCNI Board as required;
- Be flexible to work outside standard business hours on occasion in order to meet the demands of the role;
- Undertake such other duties as may be required from time to time.

March 2021

*NOTE: this JD will be subject to review from time to time in line with the changing needs of the organisation.

As this post may involve work with children and vulnerable adults, LCNI will offer the post subject to a satisfactory vetting report from Access NI.

Head of Social Security (HSS-07-21) - Person Specification

Essential

Desirable

Qualifications, Knowledge & Experience	<p>*E1 A solicitor OR barrister</p> <p>(i) eligible to practise in Northern Ireland, or able to be eligible to practise in NI by date of appointment,</p> <p>(ii) with detailed knowledge of social security law gained in the last 5 years and</p> <p>(iii) at least 3 years' post-qualifying full-time experience (or part-time equivalent) that includes experience of representation in public or administrative law and substantial achievement in social security law</p> <p>OR</p> <p>An adviser with (i) detailed knowledge of social security law gained in the last 5 years, and (ii) at least 5 years' full-time experience (or part-time equivalent) of providing complex legal advice and representation in social security law including before the Social Security Commissioner or equivalent that demonstrates substantial achievement in social security law</p> <p>*E2 Experience in building effective external partnerships</p> <p>*E3 Experienced in leading others with responsibility for decision-making, motivating and inspiring others to deliver outcomes.</p>	<p>D1 More than 3 years' post-qualifying experience specialising in social security law/more than 5 years' experience (if not legally qualified)</p> <p>D2 Experience of achieving law and policy reform</p> <p>D3 Experience of strategic litigation</p> <p>D4 Experience of supervising legal staff and/or volunteers</p> <p>D5 Experience of producing training materials and delivering training</p> <p>D6 Experience of developing innovative approaches to the delivery of legal services</p> <p>D7 Experience of producing public legal information resources e.g. bulletins/briefing papers</p>
Abilities & Skills	<p>*E4 Skilled in the conduct of social security litigation</p>	<p>D8 Ability to identify and lead organisational development initiatives</p>

	<p>E5 Confident in presenting complex information in accessible way, with excellent oral and written communication skills.</p> <p>E6 Proficient in the use of information technology such as to be administratively self-supporting</p> <p>E7 Ability to plan, prioritise and lead a team to achieve results</p>	
Aptitudes/Commitment	<p>*E8 Self-motivated with a passion for using the law to change people’s lives</p> <p>E9 Aptitude for team work that builds and maintains good internal collaborative working/interpersonal relationships</p> <p>E10 Open to self-reflection and growth</p> <p>E11 Aptitude for responding proactively to immediate challenges</p> <p>E12 Demonstrable commitment to the aims of Law Centre NI and to on-going professional development</p>	D8 Aptitude for identifying legal and policy issues for strategic development and opportunities for influence
Circumstances	<p>*E13 Willingness to travel as required</p> <p>*E14 Available for occasional evening and weekend work in accordance with the requirements of the post</p> <p>*E15 Current UK driving licence with access to a car (note this will be waived where applicants can demonstrate suitable alternative arrangements or</p>	

	in response to disability needs)	
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Please note, criteria marked * will initially be assessed at shortlisting stage