

**JOB DESCRIPTION**

**Job Title Senior Solicitor** (**SS-11-19)**

**Post** Full-time, 35 hours per week

**Job Purpose** To lead the Law Centre’s legal team in using the law to achieve social change and to undertake legal casework and representation that achieves progressive development of law and practice in NI.

**Location** Belfast

**Salary** SPC, points 40 – 42 (£36,153 – £38,052) commencing at point 40, £36,153

**Report to** Director

**Contact with**  Law Centre staff

Law Centre members

Relevant organisational sub-committees

Funders and potential funders

Media

Elected representatives

Policy makers and other external stakeholders

Management Board

Other appropriate individuals and agencies

**MAIN DUTIES**

**Legal Practice/Leadership of Legal Team**

* To undertake a legal practice portfolio within the Law Centre NI that achieves both positive outcomes for clients and that shapes and influences the development of the law in NI;
* To maintain a good understanding of all areas of Law Centre NI’s legal practice and identify opportunities for innovation in legal practice, including through strategic interventions and litigation;
* To provide expert guidance and leadership to the legal services team on their legal practice and specifically to have responsibility for leading and managing strategic litigation in the Law Centre NI;
* To line manage the legal services team (including apprentices, as required), monitoring performance and making recommendations for corrective action as necessary;
* To ensure the work of the legal services team complies with all regulatory requirements relating to data management including (but not exclusively) all obligations under the General Data Protection Regulations 2018;
* To be responsible for ensuring the legal services work at Law Centre NI is fully compliant with quality and regulatory standards e.g. Lexcel, OISC, Law Society and promote a culture of client care in legal services delivery;
* To ensure that accurate and timely management information relating to the work of the legal services team is available;
* To develop recognised expertise and to undertake such media/other public engagement work as may be required in relation to Law Centre legal services work.

**Organisational Development**

* To contribute to the policy, public legal education, training and other activities of the Law Centre NI;
* To contribute to organisational sustainability by identifying and implementing strategies for growth and innovation specifically within the legal services team and across the organisation;
* To identify organisational development opportunities and prepare proposals for the Director and Board specifically within the legal services team and across the organisation;
* To identify and progress the generation of new income streams from Law Centre NI’s legal services/activities that support the sustainability and growth of the organisation;
* To maximise income generation from legal services activities and ensure compliance with legal aid requirements as appropriate;
* To support the legal services team to generate opportunities for growth and innovation;
* To identify appropriate funding opportunities to support the Law Centre to achieve its mission and contribute to proposals and applications for funding;
* To develop and sustain effective relationships with funders and other key stakeholders;
* To provide advice to the Director and Board relating to legal services development;
* To establish credible relationships with members and stakeholders to identify and progress opportunities for the legal services team to respond to their needs;
* To ensure members and others are fully aware of Law Centre NI legal services and products and how these can support their work;
* To identify skills development opportunities for legal services team and provide advice to the Director/Board in relation to these.

**OTHER DUTIES**

* To oversee recruitment within the legal services team
* To work with the Financial Controller to ensure legal income is reported to the Board in a timely manner;
* To monitor and respond to complaints about the work of the legal services team;
* To attend meetings of the Law Centre NI Board as may be required;
* To be a member of the Law Centre NI management team;
* To represent the Law Centre NI to external stakeholders and organisations as required;
* To act as ambassador for the Law Centre NI, upholding its public image in carrying out the role of Senior Solicitor;
* To be available to work outside standard business hours on occasion in order to meet the demands of the role;
* To undertake such other duties as may be required from time to time.

**PROFESSIONAL DEVELOPMENT**

* To identify own training and professional development needs in consultation with line manager and source appropriate support;
* To build stakeholder confidence in Law Centre NI’s services through high standards of personal and professional accountability.

**Personnel Specification** 

**Senior Solicitor (SS-11-19)**

 **Essential Desirable**

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| **Qualifications and experience** | **E1** Qualified solicitor eligible to practise in NI or able to be eligible to practise in NI by date of appointmentand eligible to supervise apprentices. **E2** Experience of litigation that achieved broader law and social change.**E3** Experience of leading and developing legal services in a legal practice or legal advice centre that achieved successful outcomes.**E4** Experience of developing and managing positive, collaborative relationships that achieved successful outcomes. | **D1** At least five years’ relevant experience including representation in one or more of existing areas of Law Centre legal practice. **D2** Management qualification.**D3** Experience of managing and supporting legal professionals to achieve targets**.** **D4** Experience of managing compliance with regulatory and quality requirements as they relate to legal and advice services.**D5** Experience of working as part of a management team.**D6** Experience of identifying funding proposals and preparing funding applications.**D7** Experience of project management and evaluation. |
| **Skills and Aptitudes** | **E5**  Demonstrable leadership skills, including creative problem solving ability. **E6**  Excellent interpersonal skills with proven ability to effectively negotiate and influence others to achieve successful outcomes.**E7** Client focused with excellent customer service skills **E8**Ability to effectively manage time and resources, prioritising and working effectively to tight deadlines and under pressure with ability to be administratively self-supporting. |  |
| **Commitment** | **E9** Commitment to the aims and values of the Law Centre NI.**E10** Commitment to on-going professional development. |  |
| **Circumstances** | **E11** Willingness to travel throughout Northern Ireland as required.**E12** Available for occasional out of hours work in accordance with the requirements of the post. |  |