

## Senior Legal Officer A-B Children and Adults Safeguarding Grade 11-13

At Kirklees we want to be innovative and creative in the way we work to deliver our services to our communities. We know we have challenging times ahead, so we are always looking for better and smarter ways to work. The key purpose of this job is to work as a member of the Children and Adults Safeguarding Team in the provision of an effective and responsive service that meets the needs of the Council now and in the future; and to provide high quality legal advice and advocacy in the family courts and court of protection

This role is based within [Corporate Services](#). Find out more about [working for Kirklees](#).

### The Job

Provide professional legal representation and advice primarily but not exclusively in relation to safeguarding children and adults and community care.

Draft applications and court related documents provide advice on evidence, preparation of Children Act and related Court of Protection cases and Community Care cases.

Appear as advocate in the Magistrates court (and Higher Courts and Tribunals as appropriate).

Provide advice, assistance and representation in relation to safeguarding children Safeguarding Adults and Community Care.

Have an aptitude to develop skills and knowledge in the range of legal work required by a Local authority.

To recognise and inform senior staff of matters which are high risk, critical, politically sensitive or high profile.

### Job Checklist

- Deliver timely cost effective legal representation advice and assistance to help the Council achieve its objectives
- Communicate effectively and work as a team with colleagues and external partners
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- Keep to up to date with developments in the law and advise on implications for the Council
- Ability to work with limited supervision
- Work in accordance with office procedures and systems adopted by Legal Services
- Comply with any applicable regulatory standards and requirements
- Please see your responsibilities related to [safeguarding](#).

## The Person

We need our employees to be driven to achieve the best, to be hard working, respectful and thoughtful to each other and our customers and to be creative, wherever they work.

You will be driven to achieve the best, be hard working and creative. With an ability to develop your knowledge and understanding of local government you will provide legal advices and assistance on a range of matters with a focus on Safeguarding Children and Adults.

With strong verbal and written communication skills you will develop good working relationships with key stakeholders and deliver clear, objective and timely legal advice and representation. Attention to detail and the ability to produce accurate and clear legal documents. Flexible and with a commitment to further training and personal development

The right behaviours and attitudes are as important to us as the skills you bring to the job. We expect all our employees to demonstrate the following behaviours:

- Positive
- Honest
- Respectful
- Flexible
- Communicative
- Supportive

We also expect you to promote and role model the Council's Expectations of a New Council manager within the organisation.

This role is at level 2/3 The Council's [Behaviours and Expectations](#) will be tested throughout the selection process.

## Person Checklist

- Solicitor or Barrister (with current practicing certificate) or a fellow of the Institute of Legal Executives who holds a Civil Proceedings Certificate (or who is a Legal Executive Advocate).
- Experience of criminal litigation and advocacy in the family courts and/or criminal courts.
- Aptitude to develop other areas of expertise
- Knowledge and understanding of issues facing local government lawyers.
- Knowledge and understanding of relevant areas of law and practice.
- Articulate and confident in oral and written presentation. Ability to communicate effectively with a wide range of people.
- Ability to work with limited supervision.
- Close attention to detail and commitment to provide a high-quality service
- Strong personal organisation skills and the ability to work to prescribed deadlines

*This Role Profile is intended to provide an understanding and appreciation of the responsibilities of this particular job. It is not possible to specify every detail and we expect you to work flexibly within your skills, knowledge, experience and grade of this job.*

**For Recruitment Purposes:** *In order to be shortlisted for this job please demonstrate in your application how you meet the Person Checklist.*