

JOB DESCRIPTION	
Job Title:	Principal Paralegal (Childcare)
Office:	LGSS Law Limited
Directorate:	Children's Social Care and Safeguarding
Reports to:	Principal Lawyer/Lawyer (Childcare)
Grade:	MB1
Location:	Northampton
Hours:	Full Time (37 hours)
OVERALL PURPOSE OF THE JOB	
To provide a range of public sector and not for profit clients with a professional and innovative legal service predominantly regarding their social care and education functions and in Children's Social Care and Safeguarding and other areas of legal practice where necessary.	
MAIN ACCOUNTABILITIES	
1.	To assist a team of Lawyers in the provision of a professional legal service to a range of public sector and not for profit clients regarding their social care functions, ensuring awareness of and compliance with legal duties within client organisations and protecting their best interests.
2.	Advise upon and conduct matters on behalf of client organisations, to secure the proper contracting of services both for and on behalf of client organisations, both internal and external.
3.	Develop and provide legal input into training courses for client organisations, to increase the clients' awareness of relevant legal issues and to increase their self-sufficiency.
4.	To manage a case load comprising social care matters.
5.	To ensure the effective identification and awareness of risks associated with the relevant areas of legal practice.
6.	To support the legal team and act as a point of contact on a variety of cases, to include taking instructions and giving advice, carrying out research, preparing applications, drafting documents and correspondence, commissioning and instructing expert witnesses, liaising with witnesses, attending meetings and providing advice and representation in courts or tribunals.
7.	To support the LGSS Law Ltd management team in building and maintaining effective working relationships with clients to ensure the delivery of a seamless and client focussed service.

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| 8. | To support the LGSS Law Ltd management team by complying with all Legal Services' practice management requirements including time recording, billing, Lexcel and associated accreditation schemes. |
| 9. | To support the LGSS Law Ltd management team in developing and maintaining effective partnerships, networks and joint working arrangements to ensure the most effective provision of Legal Services to meet the needs and aspirations of clients. |
| 10. | To make a positive contribution to the Children Social Care and Safeguarding team and contribute to the development, training or mentoring of colleagues where required. |
| 11. | To be responsible for providing appropriate supervision of Paralegals where required. |
| 12. | To carry out other duties which fall within the broad spirit, scope and purpose of the job description as required by the Director of LGSS Law Ltd, Heads of Service or Principal Lawyers from time to time and which are commensurate with the grade of the post. |

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			
POSITION:	Principal Paralegal (Childcare)	REPORTS TO:	Principal Lawyer/Lawyer (Childcare)
SERVICE:	Children's Social Care and Safeguarding	OFFICE:	LGSS Law Ltd
GRADE:	MB1	LOCATION:	Northampton

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	
<u>Essential</u> <ul style="list-style-type: none"> Degree level educational attainment or equivalent 	<u>Desirable</u> <ul style="list-style-type: none"> Solicitor/Barrister Fellow of the Institute of Legal Executives Law Degree or equivalent legal qualification
KNOWLEDGE AND EXPERIENCE	
<u>Essential</u> <ul style="list-style-type: none"> A demonstrated understanding of the local government legal framework including practice and policy issues, with particular reference to Children's social care matters including:- <ul style="list-style-type: none"> * Care proceedings * Adoption matters * Public Law Outline * Judicial review 	<u>Desirable</u> <ul style="list-style-type: none"> At least 2 years' experience gained preferably in a Local Authority setting. Advocacy skills and experience. Experience of supervising and managing people.

* Looked after children

- Evidenced ability to conduct legal research, interpret legislation and summarise the key points of relevant legislation and case law.
- Experience of working in a legal practice.
- Experience of speaking in public (experience may be by way of advocacy, delivering presentations or training or participating in meetings).

SKILLS

Essential

- Ability to work under own initiative, and to look ahead, anticipate challenges and deal with them pro-actively.
- Ability to work under pressure with large volumes of work
- Ability to communicate effectively both verbally and in writing with a diverse range of persons/organisations
- Excellent interpersonal skills that promote open and constructive relations with colleagues and clients.
- A commitment to customer focus and continuing service improvement.
- Ability to plan and prioritise work effectively and to meet own objectives and those of the team
- Ability to adapt to change
- Independently identify and act upon needs, priorities and goals
- Identify necessary strategies and actions and prioritises in a timely manner, to meet deadlines and objectives.
- Flexible approach to team work with a willingness to cover in colleagues' absence and to pick up work outside of own specialism is necessary.
- Ability to analyse complex issues and the confident to take sound decisions and offer reliable and relevant professional advice independently.
- Ability to travel to meetings at client offices and to work in other locations when necessary

Desirable

- Flexibility with office hours – working to the demands of the job.
- Ability to develop and express creative proposals for continuous improvement of services.
- A commitment to Lexcel/Quality Management Standards.

- Drive, enthusiasm, versatility and self-motivation
- IT Skills:
 - Microsoft Office
 - Internet Search and Retrieval
 - Bespoke Software Including Performance and Case Management

EQUAL OPPORTUNITIES & HEALTH & SAFETY

Essential

- Ability to demonstrate awareness and understanding of equal opportunities and other people's behaviour, physical, social and welfare needs
- Ability to demonstrate a clear understanding of, and commitment to, health & safety