

Role: Community Care & Welfare Solicitor (PQE 3 years)

Office: [Liverpool Walker House](#)

Department: Community Care

Responsible to: Nina Patel (Head of Department)

Start: Imminent

Contract Term: Permanent

Hours: Full Time, 9.00 am to 5.00 pm (Monday - Friday)

Remuneration: Depending on experience

Key Accountabilities:

1. To provide first rate legal advice to clients;
2. To charge the rate defined by the Management Board / Head of Department for services;
3. To ensure that the firm's policies and procedures and those laid out by regulatory bodies such as the Law Society and CILEX are complied with fully at all times;
4. To actively promote the firm and all its service in order to attract new business;
5. To nurture relationships with existing clients in order to maintain and develop work;
6. To contribute towards the effective management of risk by carrying out regular risk assessments on all matters, efficient file management and by providing excellent client care;
7. To actively participate in departmental meetings, suggesting improvements to our services where appropriate;
8. To ensure that all work undertaken is appropriate to workload and level of knowledge and experience, systematically informing the Head of Department or a principal of any concerns and referring work which can be carried out more effectively or efficiently by another fee earner;

9. To supervise less experienced members of the firm and/or secretarial staff;
10. To actively assist other members of the department where appropriate, notably in providing cover for holidays etc.
11. To ensure that CPD training requirements are fulfilled;
12. To endeavor to improve knowledge and skills where appropriate;
13. To keep accurate and up to date records of time, money, bills etc.
14. To issue and collect bills in accordance with the Firm's billing and credit control policies;
15. To avoid write offs as far as possible and to disclose them immediately if they are necessary;
16. To disclose any claims and complaints or potential complaints promptly.

In addition to these key accountabilities, in order to be considered for the role, you must be able to demonstrate a wide variety of experience in the following areas:

- *Have experience of Legal Aid Supervision, Services for Children, Carer Rights and Needs*
- *Be a current member or be in the process of applying to be on the Law Society's Mental Capacity (Welfare) Accreditation Scheme*
- *Advising on community care assessments - either a failure to assess and the ability to review or dispute assessments*
- *Judicial Review*
- *Care Act services*
- *NHS Continuing Healthcare / health service provision and its' interface with social care*
- *Eligibility for legal aid and a working knowledge of CCMS*
- *Mental Capacity Act and Court of Protection*
- *Deprivation of Liberty Safeguarding challenges*

Qualifications & Knowledge:

- PQE 3 years



- Legal skills
- Good communication skills
- Time management
- Marketing and commercial awareness
- Trustworthiness

Applications

CV and cover letters to be sent to **Claire Hardman**, Group Head of HR, via e-mail to recruitment@jacksonlees.co.uk

Closing Date: Friday 31st August 2018

The Jackson Lees Group supports and promotes human rights and ethical ways of doing business.