

HACKNEY COMMUNITYLAW CENTRE

JOB DESCRIPTION

JOB TITLE:	Housing Solicitor/Senior Caseworker (Full time)
SALARY:	£37,000-£42,000 (subject to experience)
ACCOUNTABLE TO:	Board of Directors & Manager
LINE MANAGED BY:	Senior Solicitor

Purpose

We are now seeking a solicitor who meets the requirements of the Solicitors Regulation Authority (SRA) COLPA standards and the LAA supervisory standards and act as authorised litigator.

The housing unit represents clients in all areas of housing law (including homelessness, possession proceedings, disrepair, warrants, and unlawful eviction). We also provide advice and representation in community care and public law matters. There is considerable overlap between housing and community care matters, and we seek to provide holistic advice as a unit.

MAIN OBJECTIVES:

- To act as an authorised litigator for the organisation and carry out supervision in accordance with the SRA and Lexcel requirements
- To provide advice and casework in housing law.

Main duties

1. To comply with the rules of professional conduct (including the Solicitors' Practice Rules and the Solicitors' Accounts Rules) ensuring adequate professional indemnity insurance and up to date practising certificates for solicitors and to carry out the functions of COLPA as required by the SRA.
2. To act as approved authorised litigator across the practice.
3. To comply with Legal Aid Agency contract requirements across the organisation including file reviews and public funding requirements.
4. Ensure together with the Manager that the Centre meets all financial targets and reporting requirements set by funders.

Casework

5. To ensure all casework is carried out in accordance with LAA and Lexcel requirements.
6. To promptly bill files in accordance with LAA requirements and meet individual billing target.
7. To provide training and support to other agencies as required.

Supervision and support

8. To act as a mentor in terms of guidance on legal issues and casework to other staff and to workers in other agencies.
9. To assist with recruitment and training of staff as required.
10. As part of authorised litigator duties to authorise all use of public funding devolved powers for all housing and immigration work and to approve all Claim 1s, POAs and bill of costs.
11. To provide and support internal and external training provision where needed.

General

12. To observe the Law Centre's Confidentiality Policy at all times.
13. To undertake all duties within the letter and the spirit of the Law Centre's Equal Opportunities Policy at all times.
14. To undertake any other duties as may be reasonably required.

Conditions of employment - main terms

The postholder will be based at the Law Centre but you must be prepared to be transferred to another office should the need arise.

This is a full-time post (35 hours a week). Holiday entitlement will be 27 days plus public holidays.

All appointments are subject to a 6 month probation period.

Level of responsibility

The postholder will be accountable to the Law Centre Manager and Senior Solicitor and will report to and be accountable to the Law Centre Board of Directors.

Level of contact

The postholder will be required to represent the organisation in meetings with funders and external bodies.

Responsibility for assets

The postholder will be a keyholder.

Person Specification

	Knowledge and Experience	Essential (E) or Desirable (D)	Method of Assessment
1	3 years PQE experience in housing law	E	AF/I
2	Sound knowledge and experience of housing law.	E	AF/I
3	Experience of working under the legal aid scheme (both Legal Help and certificated)	E	AF/I
4	Knowledge and experience of working within the LAA requirements	E	AF/I
5	Experience of exercising devolved powers	E	AF/I
6	Sound understanding of the SRA Professional Conduct Rules, Lexcel standards and Solicitor's Accounts Rules and ability to apply them as necessary.	E	AF/I
7	Proven experience of billing, meeting financial targets and time recording requirements using our case management system	E	
8	Proven staff management experience.	E	AF/I
9	An understanding of and commitment to equal opportunities issues and its relevance to legal advice.	E	AF/I
10	Ability to communicate effectively with the organisation's client group.	E	AF/I
11	Excellent written communication skills	E	AF/I
12	Ability to work under pressure and meet deadlines.	E	AF/I
13	Ability to prioritise and work efficiently under pressure, including willingness to undertake urgent work , sometimes necessarily out of hours (judicial reviews/injunctions)	E	AF/I
14	Ability to work as part of a team.	E	AF/I
15	Knowledge of community care law	D	
16	Ability to speak another language relevant to our client base	D	
17	Excellent IT skills	E	AF/I