

Kirklees Citizens Advice and Law Centre

Job description

<u>Job title</u>	Trainee Solicitor
<u>Reporting to</u>	Senior Solicitor – Training Principal File reviews and quality of work supervision will be undertaken by other supervisors, as appropriate.
<u>Hours</u>	37
<u>Location</u>	This post will be based in KCALC's offices in Dewsbury but the postholder may occasionally be required to work from our offices in Huddersfield or other locations in Kirklees
<u>Contract</u>	This is a fixed term contract to cover the period of the training contract. Should the successful candidate obtain exemption from some of this period due to previous experience the contract with KCALC will be adjusted accordingly.
<u>Purpose of Job</u>	The postholder will offer legal advice and representation to clients of KCALC. Areas covered will all relate to social welfare law and will include community care. The postholder will work under a solicitor training contract and a key output is the qualification of a solicitor experienced in and dedicated to social welfare law.

Duties and Responsibilities

- a) To ensure that all advice, assistance and representation complies with the requirements of the Legal Aid Agency, OISC, SRA, LEXCEL and other regulators and funders, as appropriate.
- b) To ensure proper time recording, prompt billing and, where required, reporting on project outputs and outcomes.
- c) To be responsible for own word processing, filing and case-recording with assistance from other staff and volunteers when appropriate and available.

Advice & Casework

- a) To provide advice and representation to clients of KCALC.
- b) To assist clients in liaising with other people or organisations to resolve their problems where possible.
- c) To represent clients at tribunals and courts as and when necessary.
- d) To visit clients at their homes as appropriate and generally ensure proper access to the service.
- e) To attend Counsel's Chambers with clients as appropriate.

Professional Development

- a) To attend courses on new legislation, specialist skills and the use of IT, as appropriate
- b) To keep up to date with the changes in relevant legislation and issues relating to social welfare law.
- c) To maintain readership of relevant law journals.
- d) To attend regular supervision meetings with the Operations Manager and Senior Solicitor and discuss job performance and personal career development.
- e) To maintain skills and experience in relevant areas of law as required by regulators/funders.

Research and Campaigns

- a) To be alert at all times to the social policy implications of issues presented by clients.
- b) To take appropriate action to influence social policy in regard to these issues.

Equal Opportunities

- a) To have regard at all times to the planning and execution of duties to KCALC's Equality and Diversity Policy. In accordance with the Equalities Act, reasonable adjustments will be made to facilitate the employment of disabled people.
- b) To ensure equality of access to the services provided to all potential clients wishing to access the services.

Special Features

- a) In addition to the tasks and duties listed in the job description, to undertake such duties as may be identified and which are generally compatible with the functions for the post.

Organisational Ethos and Expectations

As part of their role with Kirklees Citizens Advice and Law Centre all staff to :

- Have a commitment to the aims, objectives and ethos of the organisation, and follow policies, procedures and systems.
- Keep the clients' needs at the centre of all the organisation's activity, seeking to deliver the best possible service within resource and operational constraints
- Communicate well and appropriately with colleagues and clients, keeping others informed and consulting as much as possible
- Have a professional attitude, being flexible, supportive and cooperative in working together with other staff members and volunteers.
- Show respect for all colleagues, volunteers and clients in how they speak and act and always behave in a non-judgemental way
- Be willing to learn, accept constructive feedback, adapt to change, always aim to improve efficiency and quality, and take responsibility for their own work.