



Mid Mercia

Job Title:	Housing Solicitor
Responsible to:	Solicitor/ Legal Services Manager
Salary:	£30,000 to £40,000 F/T depending upon experience
Job location:	Church Gresley, Derby City and occasionally Tamworth
Work Pattern:	37.5 hours

Job Description

Specialist legal advice and casework

- To advise and act on behalf of clients for housing matters from instruction through to completion
- To offer telephone, face-to-face and email advice
- To identify potential legal aid cases
- To record advice and stats to a high standard
- To represent clients in the County Court including court duty for possession cases
- Build and maintain a caseload of housing matters, funded by both Legal Aid and privately
- To supervise other members of the team
- To carries out duties delegated by the Legal Services Manager

Client Relations

- To provide a high-quality legal service to all clients.
- To develop and maintain good client relationship skills, gaining clients 'confidence and that of other professionals.
- Receive requests for legal advice from current and potential clients and deciding on the most appropriate responses to make to these requests.
- Offering appropriate advice on the law, legal procedures and a wide range of associated issues.
- Research documents and case history to ensure accuracy of advice and procedures.
- Represent clients in courts where required.
- Supervise a team of caseworkers as required.

Professional Standards

- To work and behave in a professional manner and to the highest standards of the profession.
- Comply with procedures set out in the Office Manual, Practice Manual of the Legals Services Department, professional standards and any requirement set by the Solicitors Regulation Authority (SRA).
- Carry out duties faithfully and diligently and follow all reasonable instructions.
- Treat all information about the charity and its client and their business as wholly confidential.

Personal Development

- To have a clear understanding of what it would take to maintain your knowledge and what professional support you require.
- Support internal procedures and systems of Citizens Advice including file/case management, time recording.
- Participate in team meetings.
- Attend internal training and external training as and when required.
- Keep up to date with law and practice.
- Share information with colleagues.
- Read journals and attend courses as part of continuing professional development (CPD) and record your completed training.

Person Specification

1. Qualified solicitor with post qualification experience in housing and debt
2. Proven record of managing a housing caseload and meeting performance targets
3. Ability to supervise Caseworkers and other team members and to provide the necessary support to ensure team members develop their skills and meet their performance targets. Legal Aid supervisor standard would be desirable.
4. Experience of representing clients at County Court
5. Experience of working within a Legal Aid Contract framework
6. Ability to organise and manage own casework
7. Ability to work under pressure and see clients at short notice, to deal with emergency situations
8. Good communication skills, both oral and in writing
9. Ability to deal with clients who may present with challenging or distressing personal circumstances
10. Current driving license and access to own vehicle for working purposes
11. Proven commitment to personal development to include keeping up to date with legislation and trends through reading, training and take-up of opportunities.

CORE VALUES

All members of the organisation will commit to:

- **Communicate:** We will be consistent, positive, passionate and listen.
- **Ownership:** We will be accountable, make a difference, meet deadlines, keep promises and have solutions.
- **Respect:** We will be honest, work with integrity, trust each other, be fair, tolerant and stand for equality.
- **Effective:** We will deliver quality, focus on detail and be professional.

Please send your CV and covering letter to awinfield@citizensadvicemidmercia.org.uk

Want to chat about this role?

If you want to chat about the role further, you can contact Alison Winfield by calling 07976823930