

Solicitor

Job title: Solicitor

Line Manager: Senior Solicitor

Role Purpose:

To support the work of the Assistant Director (Legal) and the Senior Solicitor in the provision of high-quality legal advice to the organisation and diocesan colleagues.

Responsibilities

Provision of legal support

- To assist in the provision of high-quality legal advice to the organisation, diocesan colleagues and others on matters relating to Catholic education, employment and equalities law, as directed by the Assistant Director (Legal) and the Senior Solicitor.
- To provide a telephone helpline on legal/statutory queries from our diocesan colleagues, schools and religious orders/trustees and to provide front line advice, referring to the Senior Solicitor where necessary.
- To prepare, review and update materials for the website and to be responsible for keeping up to date records of the material uploaded to the website including the implementation of an appropriate review timetable.
- To produce legal guidance and advice on Education, Employment, Equalities and land law as directed by the Assistant Director (Legal) and the Senior Solicitor.
- To represent the policies of the Bishops of England and Wales.

Monitoring and research of legal developments

- To monitor and disseminate developments in education policy and draft legislation (UK, European and Canon Law), circulars and statutory instruments which could affect Catholic Schools or Colleges, or the Catholic position within lifelong learning.
- To monitor legal changes and produce summary documents to support the production of legal updates for dioceses where these would be useful.
- To produce research on legal topics as directed by the Assistant Director (Legal) and the Senior Solicitor.
- To conduct research on the application of Canon Law as directed by the Assistant Director (Legal) and the Senior Solicitor.

Support to the legal team

- To prepare and edit correspondence, communications, presentations and other documents, file and retrieve documents and reference materials.
- To attend meetings and take notes for circulation. To monitor action points and plan agendas.
- To undertake other duties appropriate to the role as requested by the Assistant Director (Legal) and Senior Solicitor.
- To review and prepare responses to consultations from DfE, Welsh Government etc as directed by the Assistant Director (Legal) and Senior Solicitor.
- To assist the Senior Solicitor in the ongoing creation and maintenance of model employment documents for schools and academies, including application forms, contracts of employment, workplace policies and guidance.
- Liaison with external stakeholders such as the DfE, local authorities, trade unions and external solicitors.
- To assist in the creation of appropriate filing systems, both physical and online and to help establish effective working practices across the legal team.

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Essential:

Competency	Criteria	Assessment
Qualified Solicitor	<ul style="list-style-type: none"> 2 years PQE 	<ul style="list-style-type: none"> Covering letter CV
Sympathetic to the teachings of the Catholic Church and supportive of Church schools.	<ul style="list-style-type: none"> Demonstrates commitment and understanding 	<ul style="list-style-type: none"> Covering letter CV Interview
Demonstrates consistent delivery of high-quality legal advice in a relevant environment.	<ul style="list-style-type: none"> Provides examples of sustained practice 	<ul style="list-style-type: none"> Covering letter CV Interview
Demonstrates ability to advise dioceses, trustees, governing bodies and others on all aspects of education/employment law and other relevant legislation and statutory guidance which may affect Catholic education.	<ul style="list-style-type: none"> Can provide examples of delivering advice in relevant settings 	<ul style="list-style-type: none"> Covering letter CV Interview
Demonstrates willingness to develop skills and knowledge in relation to understanding Catholic education policy.	<ul style="list-style-type: none"> Demonstrates commitment to continuous professional development 	<ul style="list-style-type: none"> Covering letter CV Interview
Demonstrates ability and commitment to working effectively with partners from other faiths, Trade Unions, Department for Education and local authorities.	<ul style="list-style-type: none"> Demonstrates commitment to partnership working 	<ul style="list-style-type: none"> Covering letter CV Interview
Thinks and works systematically and analytically to tight deadlines and copes with unforeseen demands.	<ul style="list-style-type: none"> Provides examples of positive work practice 	<ul style="list-style-type: none"> Covering letter CV Interview
Demonstrates a track record of working within and contributing to collaborative, outcome focused teams.	<ul style="list-style-type: none"> Provides examples 	<ul style="list-style-type: none"> Covering letter CV Interview
Highly competent in the use of Office 365 and video conferencing	<ul style="list-style-type: none"> Provides examples 	<ul style="list-style-type: none"> Covering letter CV Interview
Demonstrates a collaborative relationship building style with colleagues, clergy, and stakeholders	<ul style="list-style-type: none"> Provides examples 	<ul style="list-style-type: none"> Covering letter CV Interview
Can lead meetings and discussion and demonstrates competency summarising and communicating information effectively to colleagues	<ul style="list-style-type: none"> Provides examples 	<ul style="list-style-type: none"> Covering letter CV Interview
Self-motivated and able to prioritise work to achieve deadlines without compromising quality	<ul style="list-style-type: none"> Provides examples 	<ul style="list-style-type: none"> Covering letter CV Interview
Commitment to working flexibly and collaboratively with colleagues	<ul style="list-style-type: none"> Provides examples 	<ul style="list-style-type: none"> Interview
Demonstrates the capacity and motivation to act as an ambassador for Catholic education	<ul style="list-style-type: none"> Provides examples 	<ul style="list-style-type: none"> Covering letter CV Interview
Able to engage confidently with people from a range of beliefs and backgrounds	<ul style="list-style-type: none"> Provides examples 	<ul style="list-style-type: none"> Covering letter CV Interview

Desirable

Involvement as a governor of a school (Catholic or non-Catholic).