

Job Description



Name:	TBC
Job Title:	Court of Protection and Mental Health Solicitor /CILEx
Office:	Leeds
Reporting to:	Kate Jackson, Solicitor and Director
Managing or Supervising:	TBC

Main Purpose:

- Managing a mixed Court of Protection and Mental Health caseload, dealing with health and welfare, Deprivation of Liberty Safeguards and Mental Health Tribunal and non-tribunal matters. Experience of Community Care matters would be advantageous
- Ensuring a high level of client satisfaction and customer care
- To assist with Legal Aid Agency contract requirements such as supervision, funding, billing and compliance

Key Tasks:

- Compliance with conflict checking protocols
- File opening and completion of client care protocols
- Case progression according to client instructions
- Attending clients, taking instructions and preparing cases
- Advocacy on behalf of clients
- Dealing with correspondence
- Legal Aid Agency funding
- Billing of Legal Help files
- Preparation of Certificated files for billing
- Compliance with file closing and archiving protocols
- Administration as required
- Accurately time recording on files
- Ensuring compliance with the SRA's Standard and Regulations, Legal Aid Agency contracts, SQM standard and other regulatory requirements

Responsibilities:

- Achieving own chargeable time and billing targets
- Managing staff under the direction of the Directors
- Ensuring files are either billed or sent for billing in a timely manner

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- Billing of private matters (where appropriate)
- Networking and business development on behalf of the Firm
- Ensuring files are compliant with Legal Aid Agency contract and SQM standard requirements
- Ensuring training is undertaken in line with Legal Aid Agency contract and SQM standard requirements
- Compliance with the Firm's Office Manual and relevant policies and procedures
- Reporting to the Directors any issues of non-compliance

Officer Roles:

TBC

Employee signature:

Dated:

Line Manager signature:

Dated: