



Job Description

Job Title	Solicitor - Immigration (Unaccompanied Asylum-Seeking Children and Refugees)
Base	East Midlands Councils, Melton Mowbray
Reports to	Regional Migration Manager
Grade	Grade J
Job Purpose	To provide leadership and support to local authority legal advisers and social workers in their management of Unaccompanied Asylum-Seeking Children (UASC), care leaver casework and No Recourse to Public Funds (NRPF) cases. Representation on casework is specifically excluded.

Principal Accountabilities

The post holder will be part of the East Midlands Strategic Migration Partnership Team and will contribute to the work of local Government in supporting local authorities in their management of UASC casework.

1. To provide professional advice and guidance to assist councils in interpreting and implementing Government policy and legislation to promote understanding and improve consistency and robustness to challenge.
2. To provide support and guidance to local authorities on appropriate courses of action in relation to a supported UASC's immigration status and on occasions, support local authorities in determining NRPF eligibility including Human Rights Assessments.
3. To provide general advice, guidance, and training on age assessment processes.

4. To create and maintain a regional immigration resource including the analysis of relevant case law.
5. To ensure effective communication and information systems are in place and to share information for all partners in a consistent and appropriate manner around immigration issues.
6. To capture key learning, good practice, issues, and new developments and share with regional and national stakeholders to support policy development.
7. To deliver training to local authority officers and other agency officers on the legal context of their work to ensure the promotion of consistent practices and to facilitate their development.
8. To actively maintain and update your professional standard and knowledge of law through undertaking CPD and training and development appropriate to the role and future progression.
9. To co-ordinate with the regional UASC Legal Officers Group on a regular basis to ensure identification and resolution of key legal issues
10. Have a commitment to and understanding of the organisation's approach to equality and diversity contributing positively in terms of employment matters and service delivery.
11. Comply with all relevant organisational policies, procedures, and where relevant codes, including health and safety, financial regulations, HR policies/procedures, General Data Protection, Freedom of Information and ICT.
12. The post holder may be required to undertake any other duties which can reasonably be regarded as within the nature of the duties and responsibilities/grade proposed as defined.

PERSON SPECIFICATION
SOLICITOR - IMMIGRATION (UNACCOMPANIED ASYLUM-SEEKING CHILDREN AND REFUGEES)

EDUCATION AND TRAINING	ESSENTIAL	PREFERABLE	ASSESSED
Qualified as an admitted solicitor / barrister or Fellow of the Institute of Legal Executives	√		APP
Registered with the Office of the Immigration Services Commissioner (OISC) at level 2 or above		√	APP
WORK EXPERIENCE			
Recent experience of legal work within a local authority, partner regional agency or equivalent organisation, including responsibility for policy development, advocacy and partnership working.	√		APP/INT
Experience of advising officers at all levels in relation to Children's Services both in relation to individual cases and policy issues	√		APP/INT
Experience of creating and maintaining networks with stakeholders and officers.	√		APP/INT
KNOWLEDGE			
Detailed knowledge of statutory law relevant to age assessments of unaccompanied asylum seekers, No Recourse to Public Funds, and human rights legislation.	√		APP/INT/AT
Knowledge of Children Services Department functions		√	APP/INT
Knowledge of recent developments in central government policy on asylum seekers, refugees and migration issues.	√		APP/INT
SKILLS			
Ability to communicate effectively with colleagues, service users and internal and external stakeholders and to persuade and influence appropriate outcomes both verbally and in writing.	√		INT/AT
Ability to assimilate information rapidly, identify errors and omissions in legal documents and present effective solutions and appropriate advice and guidance in a timely manner.	√		INT/AT
Ability to analyse and synthesise complicated information and to find creative and innovative solutions to complex problems	√		INT

Ability to actively listen and respond appropriately, balancing, and respecting confidentiality as appropriate line with Data Protection Requirements.	√		INT
Ability to assemble and deliver effective training to external stakeholders both virtually and face to face.	√		INT/AT
Able to plan and organising own work to achieve objectives and manage conflicting priorities effectively to meet deadlines.	√		INT
Sound judgement including an ability to work within political direction and to develop effective technical solutions to attract broad political support.		√	INT
Computer literacy sufficient to use Microsoft packages effectively and efficiently to create and maintain regional information resource and deliver training.	√		INT
PERSONAL QUALITIES			
Highly principled and with personal integrity	√		INT
Committed to equality of opportunity and social inclusion	√		INT/APP
Committed to the concept of mainstreaming asylum, refugee, and migrant worker policy work into other strands of public policy	√		INT
Able to demonstrates resilience and effective work behaviour in the face of setbacks or pressure.	√		INT/PQ
Adapts well to changing demands and conditions	√		INT/PQ
Demonstrates a readiness to make decisions, take the initiative and originate action.	√		INT/PQ
Interacts with others in a sensitive and effective way. Respects and works well with others.	√		INT/PQ
Enjoys problem solving and where appropriate identifies innovative solutions	√		INT/PQ
Sound strategic and tactical sense	√		INT/PQ
Able to influence, convince or impresses others in a way that results in acceptance, agreement or behaviour change.	√		INT/PQ
SPECIAL REQUIREMENTS			
Ability to work outside office hours if required	√		INT/APP
Ability to travel within the region and throughout UK as required	√		INT/APP
A current driving licence and access to a suitable motor vehicle, or other means of transport including public transport	√		INT/APP
Ability to work remotely if required	√		INT

KEY: **APP – APPLICATION FORM**
 AT – ABILITY TEST
 INT – INTERVIEW
 PQ – PERSONALITY QUESTIONNAIRE