



## **LEGAL SERVICES AGENCY LTD. JOB DESCRIPTION: SENIOR SOLICITOR**

### **About LSA:**

Legal Service Agency Ltd. (LSA) is Scotland's largest Law Centre, established in 1989. It is a charity and a company limited by guarantee. It employs a solicitors' firm Brown and Co LLP to undertake its legal work and is accountable to the Board of LSA for the provision of that service.

In general, LSA's objectives are to tackle the unmet legal needs of those in disadvantage. This is done by undertaking high quality case work, including advice and representation, public legal education, research and legal publications.

The Housing and General Court Department undertakes work in areas of housing and homelessness prevention, defended landlord and tenant eviction (public and private sectors), defended mortgage repossession, welfare benefits and social security, community care, criminal injuries compensation and employment law.

The Mental Health Legal Service provides service to those with mental ill health, their relatives and carers on all aspects of civil law. The work includes detentions, Financial and Welfare Guardianships, Powers of Attorney, community care, medical consent issues, family, housing, Criminal Injuries Compensation, reparation claims and a number of social welfare and public law issues.

LSA's has offices in Glasgow and Greenock and provides outreach surgeries in Edinburgh and other areas providing services to individuals and organisations throughout Scotland. The role accordingly requires flexibility to work in outreaches as required.

### **Why join LSA:**

You have an opportunity to join LSA's dynamic team committed to leaving no legal stone unturned and empowering people experiencing disadvantage access their rights. Values driving our services are that of inclusiveness, working with accountability and integrity, being innovative and ambitious in our developments. We are invested in developing our teams expertise and proud of embedding a culture of collective problems solving working in collaboration both internally and externally with our stakeholders.

LSA celebrates diversity and promotes equality in our workplace and service delivery. Our decisions are based on skills and experience of candidates matched with business needs irrespective of age, disability, gender, gender identity or gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief or sexual orientation.

We offer generous annual leave and public holiday entitlements; pension contribution and salary sacrifice schemes and are happy to discuss flexible working.

### **About the role:**

An experienced civil practitioner joining LSA's Senior Management Team with ability to work across either the Housing and General Court or Mental Health Department with commitment to achieving LSA's objectives to tackle unmet legal needs.

The post-holder's employer will be Legal Services Agency Ltd., a law centre, a company limited by guarantee and a Scottish Charity. For all purposes of the law and practise of a solicitor in Scotland, the post-holder will be regulated by Brown & Co. Legal LLP. The post-holder will be responsible to the Partners of Brown & Co. Legal LLP for all aspects of his/her employment as a solicitor.

**Role responsibilities:**

1. To facilitate delivery of LSA's strategic priorities and assist in designing and delivery of services for people who are vulnerable and disadvantaged developing strong partnership approach for referrals as required.
2. To provide training, mentoring and supervision encouraging open communication and teamwork.
3. To provide legal advice and representation and undertake a broad range of legal work, including preparation for and appearance in all relevant courts and tribunals.
4. To interview clients, ascertain their eligibility for Legal Aid, apply for Legal Aid online and follow related procedures. The post-holder will ascertain clients' legal issues, negotiate on behalf of clients, inform and maintain communication with clients during all stages of the case.
5. To ensure legal services comply with regulations of the Law Society of Scotland and Scottish Legal Aid Board and assist with external audit process from relevant authorities as required.
6. To identify common issues and findings and provide assistance in the organisation of conferences, seminars, workshops and other training events with a view to providing public legal education. Training will be directed at users of services, lay representatives, solicitors and other professionals.
7. To research, write or commission, and produce leaflets or other publications relating to areas of law undertaken by LSA. Such leaflets or publications may be aimed at diverse users.
8. To undertake research and training on topics of relevance to the post. Keep up to date with knowledgeable in relevant areas of law. Training and support will be available and encouraged in respect of this.  
  
To work with other staff, whether qualified or not, in a team context and attend internal and external meetings.
9. Provide reports on progress of service delivery for Funders, Board of Directors and other publications as required.
10. To take responsibility for implementing policies and procedures of the organisation.
11. In addition to work outlined above, the solicitor will undertake general administrative duties as may from time to time be required. It is expected that the solicitor will normally work in LSA's Glasgow office at Fleming House, 134 Renfrew Street, Glasgow but may be required to work elsewhere as circumstances require.

**About you:**

You will be a highly motivated and resilient individual who welcomes challenges. You will be able to demonstrate your ability to lead, motivate and manage staff in an inclusive, empowering and supportive manner.

You will have at least three years' post qualifying experience of handling your own caseload and accustomed to dealing with a diverse range of clients. You should have a strong track record in civil litigation, experience of legal aid with excellent fee consciousness and an eagerness to tackling the unmet legal needs of those in disadvantage. Knowledge of the voluntary sector and successful delivery of projects will be advantageous.

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