



Candidate Information

Legal Executive
LE-12-23

December 2023



Thank you for your interest in joining the Law Centre. Law Centre NI is seeking a Legal Executive to be part of our dynamic legal team.

If you want a deeply rewarding job with the opportunity to use your experience and skills to transform peoples' lives and bring about real change, we'd love to hear from you.

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Background information

Law Centre NI is a regional not for profit. In 2021, the Law Centre was the winner of the Regional Legal Aid Firm/Not for Profit category in the *Annual Legal Aid Lawyer of the Year Awards*.

Our clients are amongst the most disadvantaged in our society. We're committed to working across all communities, using the law to transform peoples' lives. We have a strong track record of strategic litigation that brings about wider change and you can read more about this in our [Impact Reports](#) and on our website: [Home | Law Centre Northern Ireland \(lawcentreni.org\)](http://Home | Law Centre Northern Ireland (lawcentreni.org))

Our legal work is the foundation of all our policy work and we draw on our direct legal experience to make sure that decision-makers and policy-makers know and understand the impact of how law and policy is working on the ground. Our work is cross-cutting and dynamic, and you will have an opportunity to make a real and lasting change.

As well as being a legal support to the public, we are also a regional second-tier referral agency for the advice sector right across NI. This means we are a resource to colleagues in the sector in their day-to-day frontline advice work.

We give free, independent legal advice, casework and representation before the tribunals and courts, including in the higher courts. We also deliver extensive training and information support to the advice network across NI and produce public legal information resources available so that everyone understands their legal rights.

At LCNI, you will also be part of a wider network of law centres as LCNI is a member of the Law Centres Network.

LCNI is Lexcel-accredited and regulated by the OISC. The legal work of LCNI is led by the organisation's Director of Legal Services and Senior Solicitor.

As a charity, LCNI is registered with the Charity Commission NI and is governed by a Board, all of whom give their time and expertise freely in support of LCNI's mission.

Thank you for your interest in joining us to support our work and we look forward to hearing from you.

Ursula O'Hare
Director

About the job

This is an exciting role which will provide an opportunity to contribute and develop as part of a dynamic and successful team. You will work with the legal team to advance access to justice for people who would otherwise be unable to use the law. You will also have an opportunity to learn and develop within an organisation which prides itself on producing social justice advocates.

Currently there are three specialist legal units within the Law Centre:

- Social Security Law Project
- Migration Justice Project
- Employment Rights Project

This multifaceted role will include dealing directly with clients; assisting with the lodging and administration of legal aid applications; assisting with case

work; drafting correspondence; briefing in advance of hearing; among many other tasks to improve access to justice.

This position is an opportunity for the right candidate to improve their skills and experience. We're looking for a committed, enthusiastic professional with the skills to grow and develop, a commitment to continuous learning, and who shares our values and our commitment to use law to transform lives. If that sounds like you and you're self-motivated with the passion, skill and resilience to stand for some of the most disadvantaged in our communities, we'd love to hear from you.

For more information and details of how to apply, please visit <https://www.lawcentreni.org/careers>

Benefits

Benefits are:

- Opportunity to develop and deepen legal knowledge and expertise through excellent professional learning and support;
- Generous holiday entitlement: 24 days annually, building to a maximum of 30 days. This is in addition to 14 statutory and other days;
- Excellent development opportunities;
- Being part of making change happen;
- Accessible city centre location;
- 5% employer pension contribution.

General Candidate Information

This post may be filled by secondment of the successful candidate from their current post

for a duration to be agreed by all parties and on LCNI terms.

This post is **not** available for hybrid working.

Holiday entitlement is 24 days annually, building to a maximum of 30 days. This is in addition to 14 statutory and other days. The leave

As these posts may involve working with children and/or vulnerable adults, this post will be offered subject to Access NI vetting.

year runs from April – March. The successful candidate will be subject to a probationary period of six months which may be extended in accordance with LCNI policy.

If you would like to have an informal chat to find out more about LCNI or these posts, please drop us a line at humanresources@lawcentreni.org and we'll give you a call.

Application Process

- **Recruitment launched: 8 December 2023**
- **Closing date for receipt of applications: Monday 8th January 2024 at 12:00 noon**
- **Anticipated interview dates: interviews will be held w/c 15th January 2024**

Please note the following important information about the application process:

- Please complete the application form **in full**. You should ensure that you give examples that demonstrate how you satisfy the relevant criteria, including relevant dates;
- Please ensure that you remain within the word limit specified. Any excess will be disregarded by the panel;
- Please return your application form as a Word document by email to the email address specified in the application form;
- Please return a completed monitoring form as directed;
- Applications received after the closing date will not be considered;
- LCNI may progress to second interviews.



Job Description

Job Title:	Legal Executive (LE-12-23)
Job Purpose:	To support LCNI's advice, research and casework assistance as required across the LCNI Legal Team.
Location:	LCNI, Westgate House, Queen Street, Belfast
Salary:	£20,092 - £21,748, NJC Scale 4 + 5% employer pension contribution (<i>this is currently under review</i>)
Post:	Available part-time or up to full time hours (i.e. 35 hours per week) subject to business need
Report to:	Relevant Head of Legal Team
Contact with:	Clients and public Legal professionals LAMS Referral agencies, statutory and voluntary organisations Northern Ireland Courts & Tribunal Service Law Centre staff, volunteers, members, students and management committee Elected representatives and policy makers

1.0 MAIN DUTIES

- 1.1 Support the advice, casework and representation work of the legal team as determined by business need;
- 1.2 Interviewing clients to assist with advice and casework preparation;
- 1.3 Shadowing and supporting the legal teams at representation and assisting with the advice line;
- 1.4 Call handling, triage of advice line calls and other channels and signposting as required;
- 1.5 Progression of casework as directed including evidence requests; compiling GDPR compliant medical evidence bundles; communicating with clients;
- 1.6 Preparation of documents for tribunal/court and attending tribunal/court, as required;

- 1.7 Legal research as directed;
- 1.8 Representation at appeal tribunals as directed and under supervision;
- 1.9 Keep records to an appropriate standard for management purposes ensuring compliance with funding and professional standards including, for example, Lexcel Quality Standard, Legal Services Agency and the Law Society of Northern Ireland;
- 1.10 Assist with the collation of outcomes to enable the preparation of reports and demonstration of the positive impact of LCNI;
- 1.11 Undertake relevant administrative duties in the performance of the above.

2.0 OTHER DUTIES

- 2.1 Support the delivery of outreach information sessions, on LCNI's legal services across Northern Ireland and support the team in administering and convening relevant meetings;
- 2.2 Contribute to LCNI public legal information resources, including briefings/legal information papers and other written material for publication, including on Law Centre NI website;
- 2.3 Support LCNI team to identify law, policy and practice issues arising from their legal practice, identify appropriate responses, undertake research and support the team to contribute to consultation documents and policy statements;
- 2.4 Act as ambassador for the Law Centre NI, upholding its public image and acting to delivering its vision and mission;
- 2.5 Work collaboratively with colleagues in the sector to promote improved outcomes by sharing knowledge and leading by example;
- 2.6 Work collaboratively and promote effective knowledge sharing within the organisation that supports the achievement of its overall mission and objectives;
- 2.7 Role-model LCNI's values and mission;
- 2.8 Identify and maximise organisational development opportunities;
- 2.9 Be available to work outside standard business hours occasionally to meet the demands of the role;
- 2.10 Undertake relevant administrative duties in the performance of the above.
- 2.11 Undertake such other duties as may be required from time to time.

3.0 PROFESSIONAL DEVELOPMENT

- 3.1 Agree individual objectives and set priorities in accordance with those objectives;
- 3.2 Participate in scheduled support; supervision and appraisal meetings;

- 3.3 Identify own training and professional development needs in consultation with Line Manager and source appropriate support;
- 3.4 To comply with regulatory requirements, as appropriate.

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*Note: this Job Description will be subject to review from time to time in line with the changing needs of the organisation.

Person Specification

Essential

Desirable

	Essential	Desirable
Qualifications, knowledge & experience	<p>*E1 Law based degree with material knowledge of social security, employment and/or immigration;</p> <p>OR</p> <p>A recognised social security, employment or immigration advice qualification with recent advice or representation experience in either of these areas.</p> <p>*E2 Experience of dealing with the public</p>	<p>*D1 Experience in drafting written submissions for the Appeal Tribunal / First Tier Tribunal</p> <p>*D2 Experience providing representation before the Tribunal / First Tier Tribunal</p> <p>*D3 Experience of providing legal research and paralegal support to legal professionals</p> <p>*D4 Experience of working with the legal aid system (LAMS)</p>
Abilities & skills	<p>*E3 Skilled and confident in call handling in a demanding and fast-paced public-facing environment</p> <p>E4 Excellent communication skills</p> <p>E5 Administratively self-supporting, well organised and with ability to work proactively to deal with immediate challenges</p>	<p>*D5 Skilled in supporting effective case management</p>

	E6 Excellent interpersonal skills with ability to work independently and collaboratively in a team to achieve objectives and share learning	
Aptitudes & Commitment	E7 Self-motivated and open to self-reflection and growth E8 Committed to the aims of the Law Centre and to excellent client care	
Circumstances	*E9 Willingness to travel as required *E10 Available for occasional evening and weekend work in accordance with the requirements of the post	*D6 Current UK driving licence with access to a car (note this will be waived where applicants can demonstrate suitable alternative arrangements or in response to disability needs)

*assessed at sift stage