



Job Title: Legal Advice Clinic Solicitor

Grade: 7

Salary: £38,205 to £44,263 per annum pro-rata if part-time

Department: Leicester Law School

Hours/Contract: Full-time or job share, permanent

Job Family: Management and Administration

Reference: 9786

Role Purpose

Contribute to the delivery of pro bono legal advice through the Legal Advice Clinic, managing case files and supervising the work of students in dealing with clients' queries. This will include teaching on the undergraduate Law in Practice: Legal Advice Clinic and Law in Practice: Pro Bono modules, as well as assisting in the delivery of a number of pro bono projects.

Main Duties and Responsibilities

- Supervise and assist in the provision of high quality clinical legal education for Law School students through their work in the Pro Bono Legal Advice Clinic.
- Work with the Clinic Director and other Clinic supervising solicitors to implement the delivery of high quality legal advice to Clinic clients, including direct supervision and management of legal advice, whilst ensuring compliance with the regulatory requirements and undertaking appropriate assessments of risk.
- Manage the sign-off of students for the purposes of Qualifying Law Experience, in line with requirements set by the SRA.
- Work with the Clinic Director, other supervising solicitors and the Pro Bono Society Committee, to develop and implement a strategy on growth of the clinic in order to meet specific needs within the community, meet student demand and to provide for appropriate supervision of students.
- Work with academic and professional services colleagues to build external relationships with the local and wider legal profession, employers and other bodies as appropriate to recruit support for the work of the Clinic.
- Engage with colleagues within the School and local firms to provide training and support for students and professional volunteers to ensure consistency in the delivery of the service.
- Undertake data collection and analysis, prepare reports as required by the School and University.

Internal and External Relationships

Liaising with colleagues within the Law School.

Liaising with student clinic volunteers and student pro bono volunteers.





Liaising with external solicitor volunteers.
Coordination with central University offices as required.

Planning and Organising

Planning/organisation of work in delivery of varied aspects of the job specification.
Within the parameters of planned work be flexible in order to respond to ad hoc enquiries, which might be more urgent, pre-empting issues with pro-active solutions.
Seek guidance from academic mentors, administrative support staff and other academic colleagues (particularly module convenors) as required.

Qualifications, Knowledge and Experience

Essential

- A qualified solicitor with post qualification experience*
- A proven ability to work effectively within a team and in a collegiate manner to formulate and realise common objectives.
- A knowledge and understanding of the external environment in which the Legal Advice Clinic operates, particularly an understanding of the legal advice sector and the regulatory and accreditation requirements, including awareness of the SQE*

Desirable

- Experience working in Clinical Legal Education.
- Experience of practising in employment, housing, family, immigration/asylum or business law.
- Experience and proven ability in fundraising / raising sponsorship.
- Knowledge and experience of careers advice, especially as applies to law students.

Skills, Abilities and Competencies

Essential

- Effective communication skills, both oral and written.
- Have a passion for working with students.
- Excellent organisational skills with the ability to prioritise own workload and meet tight deadlines.
- An understanding of the importance of meeting client needs and providing a high quality service.
- A willingness to be flexible towards duties and adaptable to change, including taking a solution focused approach.
- Excellent IT and computing skills, including proven experience of word processing, spreadsheets and databases.

****Criteria to be used in shortlisting candidates for interview***





Criminal Declaration

If you become an employee, you must inform your manager immediately, in writing, if you are the subject of any current or future police investigations/legal proceedings, which could result in a criminal offence, conviction, caution, bind-over or charges, or warnings.

Supporting University Activities

As a University of Leicester citizen, you are expected to support key university activities such as clearing, graduation ceremonies, student registration and recruitment open days. We expect all staff as citizens to work flexibly across the University if required.

University Values

Inclusive - We are diverse in our makeup and united in ambition. Our diversity is our strength and makes our community stronger.

Inspiring - We are passionate about inspiring individuals to succeed and realise their ambitions. We challenge our community to think differently, to get involved, and to constantly embrace new ideas.

Impactful - As Citizens of Change we will generate new ideas which deliver impact and empower our community

Equity and Diversity

We believe that equity, diversity and inclusion is integral to a successful modern workplace. By developing and implementing policies and systems that challenge stereotypes across all aspects of our work, we have a culture that recognises and values the diverse contributions of our staff which benefits everyone. Our strong values of inclusivity and equity support our efforts to attract a diverse range of high quality staff and students, and identify our University as a progressive and innovative workplace that mainstreams equity, diversity and inclusion.

