

2. JOB PURPOSE

The Deputy Principal Solicitor is accountable to the Principal Solicitor and the Board of Directors. The Deputy Principal Solicitor has authority to make day-to-day decisions necessary for the smooth running of the Law Centre, within a framework agreed with the Principal Solicitor and the Board of Directors. He/She will be supervised by the Principal Solicitor and the Convenor of the Board of Directors. He/She will be a member of a small management team consisting of the Principal Solicitor, the Deputy Principal Solicitor and the Head of the Big Lottery Team.

The Deputy Principal Solicitor has specific responsibilities for the professional legal work of the Law Centre and will work closely with the Principal Solicitor.

In conjunction with the Principal Solicitor the Deputy Principal Solicitor will:-

- 1) Be responsible for the effective and efficient use of resources whilst ensuring that the range and standards of legal service are of the highest quality deliverable.
- 2) Will ensure that the law centre complies with the terms, any waivers and professional requirements of the Law Society of Scotland.
- 3) Will be responsible for maintenance of clients' accounts and records in accordance with the Solicitor's Accounts Rules.

Level of contact

The Deputy Principal Solicitor will be an ambassador for the organisation and will be required to represent the Law Centre at both a national and local level to funders, government officers, elected politicians and in respect of the media.

Level of responsibility for assets

In conjunction with the Principal Solicitor, the Deputy Principal Solicitor has responsibility for the financial management of the Law Centre and for liaison with funders for new and existing funding streams.

Specific Responsibilities:-

In carrying out the duties of the post and in conjunction with the Principal Solicitor, the Deputy Principal Solicitor is responsible for ensuring that the following specific tasks are carried out. The annual priorities will be set out in a Year Plan agreed with the Principal Solicitor and the Convenor.

Strategic planning and development:

1. To develop the Centre in line with its mission statement in partnership with other agencies in Scotland.
2. To keep up to date with local and national developments in legal and advice services and to ensure that the Law Centre is aware of them and is able to respond appropriately.
3. To be responsible for coordinating the Centre's Annual Business Planning day and involving the Board of Directors in business planning.
4. To be responsible for developing, drafting and reviewing an annual rolling three year strategic business plan for the Board's approval and advising and guiding the Board on the process.
5. To work in partnership with other agencies such as community, non statutory and statutory organisations to promote access to justice in line with the Law Centre's mission.
6. To co- ordinate the development of the Law Centre's services to meet the needs of the local community as identified by the business planning process.
7. To manage any projects run by the Centre.

Fundraising / Finance:

8. To be responsible for the financial management of the Law Centre, this includes working with the bookkeeper to prepare and monitor budgets, manage cash-flow in a challenging financial environment with multiple funding streams.
9. To ensure the preparation of the Law Centre's accounts as required by our auditors
10. To be responsible for the development and implementation of a long term fund-raising strategy for the organisation as agreed by the Board.
11. To ensure that applications for funding are made, to liaise with potential and existing funders and to ensure compliance with their requirements.
12. To prepare and submit returns as required by the funders of the Law Centre.

Personnel:

13. To have overall responsibility for personnel matters and staff recruitment within the Law Centre and achieved through delegation to the Head of the Big Lottery Project in respect of casework staff.
14. To ensure an effective and efficient organisational structure that is responsive to changing needs.
15. To devise, implement and keep under review appropriate personnel policies and procedures and to ensure that staff are appropriately trained and motivated in their work within an equal opportunities framework.
16. To play a lead role in the Law Centre's Disciplinary and Grievance Procedures.
17. To oversee the operation of the staff appraisal procedure by the Head of the Lottery team.
18. To line manage and appraise the Head of the Big Lottery Team and the administrative team.
19. To issue (but not sign) employment contracts on behalf of the Board.
20. To ensure that personnel and staff records and absence (including Sickness and holiday) records are properly kept and all legal obligations met.

Legal Aid:

21. Will develop and implement strategies to maximise legal aid income and provide regular income data to Management and Board.
22. To liaise with the Scottish Legal Aid Board and to act as the Centre's nominated liaison contact.

Publicity and Development Responsibilities:

- 23 To contribute to the development of the advice sector in Scotland by establishing, maintaining and strengthening links with the local community and Scotland Legal Advice Network and chairing any partnerships set up by the Law Centre.
- 24 To ensure the production of the Annual Report and other publicity material.
25. To be the Law Centre's representative in Scotland's Legal Advice Network providing employment, discrimination, immigration, asylum, Human Rights and social welfare laws in Scotland.
26. To encourage representatives of local community groups and local community to take an active role as members of the Board.
27. Where appropriate, to work with the media to promote the Law Centre's work or social policy aims.
28. To encourage community support and participation in the Law Centre's strategic direction through membership and other means.
29. To ensure that the Law Centre plays an active role in the Law Centres' movement.
30. To coordinate/draft responses to government consultations where they affect the Law Centre's mission.

Board of Directors responsibilities:

31. To attend Board meetings
32. To advise the Board on appropriate committee structures and take responsibility for the implementation of the same.
33. To ensure the implementation of Board decisions.
34. To ensure that the Board is kept properly informed by the provision of regular written reports. To ensure that the Board has sufficient information to enable it to set objectives and ensure the Centre is managed efficiently and competently for the benefit of the BME community.
35. To ensure the Board is provided with staff reports, statistics, statistical analysis of required data and any other information and advice that is needed at regular intervals.
36. To ensure that the Board is informed and advised on financial considerations and the Board's liabilities and responsibilities and to liaise with the Treasurer.
37. To ensure effective servicing of the Board and any sub-committees.
38. To ensure the coordination of the Annual General Meeting and associated activities in accordance with the Law Centre's constitution.
39. To ensure that the Board have access to appropriate training.
40. To develop and implement an induction and support system for the Board in line with the Equal Opportunities Policy.
41. To support and advise the Board in relation to the AGM and associated activities in accordance with the Law Centre's constitution.
42. To provide the Board with reports as set out in the Centre's Office Manual.
43. To ensure the Board approve and review all appropriate policies and protocols set out in the Office Manual.
44. To ensure the Centre's Health and Safety Policy is reviewed and implemented.
45. To ensure the Centre's ITC strategy is reviewed, developed and implemented.

To ensure that the Law Centre meets its legal obligations:

46. To ensure that the Law Centre meets its legal obligations and in particular in relation to its status as a registered charity and company limited by guarantee
47. To ensure that all leases, leasing agreements and contracts (including appropriate insurances) are properly negotiated, adhered to and reviewed.
48. To keep up to date with any legal requirements which apply to the Law Centre and to ensure that the Board and staff are made aware of them.

General :

49. To manage the Law Centre with accountability to the Board.
50. To observe the Law Centre's Confidentiality Policy at all times.
51. To undertake all duties within the letter and the spirit of the Law Centre's Equal Opportunities Policy at all times.
52. To be self servicing administratively as reasonably required by the Board.
53. To foster good staff relations and to develop and maintain staff input into the strategic development and management of the Law Centre.

To undertake any other duties as may be reasonably required by the Law Centre