

Law Centre (NI)

JOB DESCRIPTION

TITLE :	Adviser (Welfare Reform)
DEPARTMENT:	Casework and Training: Social Security Unit
RESPONSIBLE TO:	Casework Manager
PURPOSE OF JOB:	To provide a specialist legal service in the area of Welfare Reform law
SALARY:	NJC Scale SO1 Point 29 £25,440 + pension contribution 35 hours per week based in Belfast Office
FIXED TERM:	To 31 March 2018

MAIN DUTIES:

Advice /Casework

- To give legal advice through the Law Centre Welfare Reform Support Project advice line and face to face to clients in the area of welfare reform law.
- Prepare and present cases to the appropriate statutory bodies and tribunals as appropriate
- To provide regional welfare reform legal advice clinics
- To research relevant law
- To analyse detailed legal and factual issues and apply sound judgement
- To agree individual objectives and set priorities in accordance with those objectives, to plan and organise work to meet the objectives and agree necessary adjustments.
- To keep records to an appropriate standard of advice for management, funders and in accordance with relevant professional standards.
- To assist other Law Centre staff where appropriate with specialist advice in the area of welfare reform law.
- To plan, facilitate and contribute legal information to practitioner groups, training courses and appropriate Law Centre publications
- To encourage and assist members of the Law Centre in carrying out and developing advice, including, where agreed appropriate, participating in management committees.

- To participate in quality assurance.
- To undertake relevant administrative duties, such as the keeping of files, records, database recording and reporting, and organisation of meetings in performance of the above.

- To work as a member of the social security casework unit, including carrying out administrative duties in relation to the running of the unit.

- To undertake training and development to develop and maintain specialist knowledge and skills and to meet continuing professional development requirements as necessary.

- To work as a member of the casework team in relation to the overall operation, administration and development of the Law Centre and build effective networks and relationships within and outside the Law Centre .

- To attend and represent Law Centre NI in external meetings

- To undertake such other reasonable duties as may be required from time to time

**PERSONNEL SPECIFICATION
ADVISER (WELFARE REFORM)**

	ESSENTIAL	DESIRABLE
Qualifications & Experience	<ul style="list-style-type: none"> • Degree in law (minimum 2.2 honours) and at least the full time equivalent of one year's advice experience in social security law gained in the last 5 years. <p style="text-align: center;">Or</p> <ul style="list-style-type: none"> • An adviser with at least the full time equivalent of three years experience of providing advice in social security law gained in the last 5 years, and Law Centre NI Welfare Rights Advisor Programme or Citizens Advice Advisor Training Programme 	<ul style="list-style-type: none"> • Professional qualification as a solicitor or barrister in Northern Ireland or in another legal jurisdiction and at least one year's advice experience in social security law gained in the last 5 years.
Skills	<ul style="list-style-type: none"> • Excellent oral and written communication skills. • Self-reliant with information technology • Able to work with figures. • Able to prioritise and meet strict deadlines • Good organisational skills. • Ability to be self-reliant and to work appropriately on own initiative. • Ability to relate to people in different settings • Accuracy and attention to detail • Able to handle conflict and work under pressure • A willingness to follow and develop agreed procedures 	

	<ul style="list-style-type: none"> • Able to travel throughout Northern Ireland 	
Knowledge	<ul style="list-style-type: none"> • Commitment to public and advice services • Experience of working as part of a flexible team and sharing knowledge 	<ul style="list-style-type: none"> • Knowledge and understanding of the Law Centre and/or voluntary sector advice giving organisations • Knowledge and experience of advising on the law of the European Union and Human Rights law.

The Law Centre will offer the post subject to a satisfactory vetting report under the Protection of Children and Vulnerable Adults (NI) Order 2003.

Desirable criteria may be used within the selection and recruitment process to narrow the field of candidates.