



Job Description

Job Title: Housing Solicitor, UCL Centre for Access to Justice

Grade: Grade 7

Salary: £34,635 - £41,864

Hours Full Time (36.5 hours per week)

Available: Immediately

Responsible to: Head of Legal Practice, UCL Centre for Access to Justice

The UCL Faculty of Laws

For almost 200 years, UCL Laws has been one of the leading centres of legal education in the world. Recognised as offering an outstanding educational experience to our students, we combine a strong theoretical foundation in the law with practical teaching from world-leading academics and practitioners.

Our community of intellectually dynamic scholars responds to today's global challenges, and through our research, we help to shape government policy, national and international law and its practice. At the heart of legal London, we attract the leading figures in the field to contribute to our vibrant programme of events, informing public debate and understanding of contemporary social, legal, environmental and economic issues.

The UCL Laws student body numbers around 960 students, divided between 500 undergraduate, 400 taught graduate, and 60 graduate research students. The faculty has an academic staff of some 55 professors, lecturers and readers, as well as many visiting professors, lecturers and distinguished judicial visitors, and our dedicated team of professional services staff provides valuable support to both our students and academic staff.

Throughout our long history, we have been committed to the values of the founders of UCL: justice, liberty and equal rights for all. As a faculty, we work together to promote these values among our staff and students, and as part of UCL, we harness the potential of cross-disciplinary research and expertise to address the world's key problems.

The Centre for Access to Justice

The Centre for Access to Justice (CAJ) at UCL Faculty of Laws aims to provide significant benefit to, and strengthen links between, the local community, UCL students and the legal professions. Importantly, the CAJ combines the unique advantages of clinical legal education (CLE) with the provision of pro bono legal advice to vulnerable communities.

The work of the CAJ is timely in the context of cuts to legal aid provision. Our pro bono activities assist individuals in areas where legal advice and representation is most needed as well as providing rich educational value to UCL students in the Faculty of Laws.

The core objectives of the CAJ are:

- To provide high quality legal assistance, advice and representation to members of the local community who would otherwise be unable to afford it;
- To engender an awareness of social justice in our students;
- To implement innovative teaching and learning methods;
- To develop students' ethical and professional awareness;
- To build stronger links between UCL, the legal profession, NGOs and the local community;
- To facilitate policy-focused research on a broad range of access to justice issues

The CAJ has a significant track record of success in meeting these objectives and has developed successful and enduring partnerships with external organisations including Law Centres, Just for Kids Law and the Free Representation Unit

The Role and its Responsibilities

Ahead of UCL's expansion into East London on a new campus on the Olympic site, the CAJ has opened the UCL Integrated Legal Advice Clinic (UCL iLAC) a drop-in social welfare law clinic in Newham. Currently the Clinic is based in central Stratford with additional pop-up sessions co-located with the Liberty Bridge Road Practice within the Sir Ludwig Guttmann Centre for Health and Wellbeing. The Clinic offers generalist legal advice together with specialist advice, casework and representation in welfare benefits, education, community care and housing.

Co-location of medical and university-led drop-in legal advice services is a bold and innovative project. This is an opportunity to help shape a model of legal advice and representation that has the capacity, via individual interventions and policy-driven research, to have significant positive impacts on the health and well-being of local communities.

The clinic has been granted a housing law legal aid contract (to start in September 2018) subject to verification and we now seek an experienced housing lawyer to assist in expanding the work of UCL iLAC and managing the requirements of the legal aid contract. The

qualified solicitor or barrister should meet the Legal Aid Agency Supervisor Standard for housing law and have significant experience of advising in housing law matters. We are seeking a candidate who understands the needs of the vulnerable client group that we work with and can balance their needs with supervising students working on their cases.

The lawyer will work with the CAJ team including the Head of Legal Practice, Operations Coordinator, and Advice Fellow to supervise the students who work in the Clinic.

Consistent with the Centre's core objectives, the lawyer must demonstrate a commitment to access to social justice for all.

Key Responsibilities

You will:

Advice, Casework & Representation / Core Activities

- Work with the UCL CAJ team to support the day to day managerial responsibility for the Clinic including ensuring compliance with all professional body requirements;
- Provide advice, casework, representation and advocacy services to clients directly on housing/social welfare law matters.
- Assist and supervise clinic students working on housing/social welfare law matters, ensuring they gain a broad spectrum of experience including conducting casework, advice giving, representation and advocacy where appropriate;
- Maintain accurate and complete files and records in line with SQM standards and UCL iLAC procedures
- Assist with running the legal aid contract as appropriate, bill files, complete legal aid applications and comply with other Legal Aid Agency and SQM requirements
- Provide support and guidance to students in the development of their professional skills (interviewing, advising, client care, legal research, drafting and advocacy) through one-to-one sessions and case oversight;
- Contribute to student training for student casework;
- Carry out such other duties as may reasonably be requested.

Enabling

- Assist in building and maintaining links with local East London community groups and advice networks and with legal professionals and other law school clinics;

Staff and Professional Development

- Pursue academic excellence through a continuing commitment to professional and personal development.

In addition

1. The post-holder will be expected to actively follow UCL policies including Equal Opportunities policies.
2. The post-holder will be expected to maintain an awareness and observation of Fire and Health & Safety Regulations.
3. Available to work outside 'normal' office hours, including attendance at evening advice sessions and weekend events.
4. The post-holder may be expected to be 'on-call' for client emergencies during UCL closure periods (Time off in lieu would be accrued).
5. As duties and responsibilities change, this job description will be reviewed and amended in consultation with the post-holder.

Person specification

Essential Criteria

Knowledge and Experience

1. A qualified solicitor (England & Wales) with a current practicing certificate or barrister who meets the Legal Aid Agency Supervisor Standard for Housing Law.
2. Significant and recent post-qualification casework, representation and advocacy experience in housing law.
3. Experience of undertaking work in a legal aid practice and a detailed understanding of legal aid eligibility requirements and legal aid applications, including using CCMS.
4. Knowledge of and ability to run case files in accordance with the Specialist Quality Mark.
5. Experience supervising students (or other staff members) undertaking casework.
6. Familiarity with and demonstrable commitment to the provision of pro bono legal assistance to members of the local community.
7. Excellent IT skills including ability to use the MS Office suite and case management software.

Personal Style, Skills and Qualities

8. Excellent interpersonal skills with the ability to develop relationships with partner organisations, legal professionals, staff and students.
9. Highly developed sense of legal professionalism and a commitment to access to justice with excellent client care skills.
10. Communication skills with the ability to effectively deliver student training and seminars.
11. Ability and willingness to provide pastoral care and support to students in the context of clinical legal education.
12. Evidence of commitment to personal learning and professional development.
13. Commitment to contributing to, and appreciation of, UCL's policy of

equal opportunity.

Desirable Criteria

14. Significant and recent post-qualification casework, representation and advocacy experience in an additional area of law including: welfare benefits, family, employment, mental health, or community care.
15. Knowledge and awareness of broader access to justice issues and scholarship.

Application Procedure

Applications should be made online at www.ucl.ac.uk/hr/jobs. Please complete the UCL Application Form, and use it to demonstrate how you meet the essential and desirable criteria as outlined in the Person Specification.

The Appointment

This appointment will be fulltime and is available immediately.

Salary, dependent on qualifications and experience, will be on the Grade 7 salary scale £34,635 - £41,864 per annum, inclusive of £3,031 London Allowance.

You would be eligible to join the recommended occupational pension scheme for Universities, the Universities' Superannuation Scheme (USS).

The leave allowance is 27 working days' annual leave per annum plus Statutory Bank Holidays (normally 8) and local discretionary holidays (normally 6).