

June 2021

## Recruitment of Solicitor in Public Law

Dear Applicant

Thank you very much for your interest in applying for the role of Public Law Solicitor at the Public Interest Law Centre. It is a very exciting time for PILC as we have recently embarked on our journey towards full independence as a Law Centre. With a number of significant high-profile current cases and some major victories for our clients, we can now look forward to growing the litigation team to support and develop this high quality and strategic work.

In this pack you will find:

- Background information about the Law Centre
- Role description
- Person specification
- Application form
- Equality & Diversity form

After reading the enclosed information should you have any further questions please visit our website or otherwise contact Dermot Morrow on 07727 609 682 or [dermot.morrow@pilc.org.uk](mailto:dermot.morrow@pilc.org.uk).

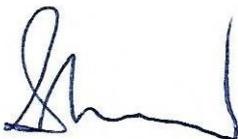
You should make sure to address as many of the points listed in the person specification as you are able. If you need more space, please limit your personal statement to **no more than two additional supplementary pages**. Please do not send CVs as these are not considered. Your completed application form should be returned by email to [jobs@pilc.org.uk](mailto:jobs@pilc.org.uk).

The closing date for applications is **9am on Monday 21<sup>st</sup> June 2021** and we anticipate holding first stage interviews during the week commencing Monday 28<sup>th</sup> June and final interviews towards the end of the same week.

We regret that, due to the anticipated large response to this recruitment, we are unable to respond to applicants that have not been shortlisted for interview.

I wish you the very best of luck!

Yours sincerely



Dermot Morrow  
Operations Manager

Encs.

## BACKGROUND INFORMATION



## PUBLIC LAW | HUMAN RIGHTS | LEGAL ACTION

The Public Interest Law Centre (PILC) was initially set up in 2016 as a project of Lambeth Law Centre, starting by representing core participants in the Undercover Policing Inquiry (UCPI). As Lambeth Law Centre became insolvent in July 2019, PILC incorporated as a company limited by guarantee and started to act as an agent of Camden Community Law Centre (CCLC) for Legal Aid purposes. This hosting arrangement will continue until a new tender is advertised by the Legal Aid Agency (circa 2022). In November 2020, PILC became registered as a Charitable Incorporated Organisation in England and Wales (No: 1192355).

### **Mission**

PILC exists to challenge systemic injustice. We do this by holding government and public bodies to account and promoting access to justice for dispossessed and excluded groups. PILC specialises in:

- Legal Representation in public law, claims against public authorities and public inquiries
- Strategic Litigation
- Legal Education
- Research & Advocacy

We represent individuals and communities who have been unfairly or unlawfully treated by public institutions. We use the law creatively and assertively through strategic litigation. We work closely with grassroots groups, campaigners and frontline organisations.

## **Why PILC exists**

In the last 10 years, government has enacted a politics of austerity and passed legislation to create a hostile environment for migrants with enormous consequences for individuals and marginalised communities who were already at the bottom of the economic and social scale or on the margins of citizenship. Welfare provision has been drastically reduced whilst government departments operate as gatekeepers, a well-documented practice that has seen vulnerable people die after being told they were 'fit for work'. Immigration law continues to grow in complexity and many vulnerable people have borne the brunt of a brutal immigration system, whether they were British black people from the Windrush generation or EU homeless people who had fallen on hard times. Austerity has also forced Local Authorities – who derive much of their budgets from central government - into making substantial budgetary cuts to local services, from social care to housing provision via libraries and youth centres. They have also sold public land and other community assets to compensate and raise necessary funds.

## **Our Approach**

PILC promotes a rights-based approach that does not limit itself to defending ever more restricted rights. Instead it seeks to expand fundamental rights for those who struggle to live with dignity and bring about wider social change. PILC works in partnership with grassroots groups and larger frontline organisations across various sectors through a 'Legal Hub' model that includes the following activities:

- Provision of 2nd-tier advice & complex casework
- Capacity building by providing training and advocacy tools to improve quality of advice work
- Research that includes problem-identifying sessions with partners by reviewing trends and common issues in casework; monitoring policy developments; feeding into legal action
- Strategic litigation, challenging unlawful policies and practices at local and national levels
- Strategic Communications – influencing at local and regional level, publicising legal successes and working with sector partners to ensure their implementation, amplifying rights-based methodologies via traditional and social media

## **Achievements**

Through its litigation work, PILC has enabled settled migrants to access student finance (2018), prevented the sale of Southall Town Hall, an iconic building used by community groups (2018), forced the Home Office to provide destitute migrants on immigration bail a way to be supported (2019), ended Lambeth Council's deceitful housing scheme that pushed homeless families out of borough (2020), compelled government to release £76 million ring-

fenced funding to the Violence Against Women & Girls sector during C-19 first lockdown (2020) and successfully challenged LB Camden's use of mixed-gender accommodation for women escaping domestic abuse (2021). Most recently, PILC defended Ricky Tomlinson and Arthur Murray (members of the Shrewsbury 24) in the Court of Appeal, which saw their 47-year old convictions quashed.

PILC continues to act on behalf of campaigners challenging the low number of social housing being provided as part of the regeneration of the Elephant & Castle shopping centre. PILC has also put the Home Office on notice in regards to its latest amendment to the Immigration Rules, which makes 'rough sleeping' a ground to refuse or cancel someone's right to remain in the UK.

PILC also continues to represent a number of individuals and groups in the Undercover Policing Inquiry, including the Stop the War coalition and ex-members of the SWP.

## **Our People**

PILC is co-led by Jean Demars (Director) who oversees strategic, operational and financial management and Paul Heron (Senior Solicitor) who oversees legal matters, which includes casework management, litigation strategy and Legal Aid contract management. He is further supported by Helen Mowatt (Supervising Solicitor) who completes the management team.

PILC currently employs 9 staff with a number of volunteers supporting our core work and projects. We are now planning to strengthen the litigation team with the recruitment of a Paralegal and a part-time Solicitor.

## **Our Trustees**

The Law Centre's Trustees are Suzanne Muna (Chair), Sean Canning (Treasurer) and Niall Mulholland. The Board has ambitious plans to recruit further members during the next year with the requisite skills, experience and diversity to ensure the good governance and stewardship of PILC continues into the next phase of our development.

## **Lexcel accreditation**

PILC are in the process of finalising its operational procedures ahead of our goal to attain Lexcel accreditation during 2021. Lexcel is a legal quality management standard, and one of the two possible standards that must be obtained in order to tender for a contract from the Legal Aid Agency. For current Legal Aid purposes, we continue to operate as an agent of Camden Community Law Centre through which we have access to Public Law and Claims against Public Authorities contracts.

We anticipate being ready to tender for a LAA contract in Public Law in our own right when the next round of tenders are opened.

## **Registrations and memberships**

PILC is registered with the Solicitors Regulation Authority and the Law Society. We are also a member of the Law Centres Network, AdviceUK and the Legal Aid Practitioners Group.

## ROLE DESCRIPTION

<b>JOB REFERENCE:</b>	PILC/1/2021/Re-ad
<b>JOB TITLE:</b>	<b>Solicitor (Public Law)</b>
<b>SALARY:</b>	£32,000-£35,000 (depending on experience)
<b>HOURS:</b>	35 hours a week
<b>CONTRACT:</b>	Fixed-term 12 months (with possibility of extension)
<b>BENEFITS</b>	25 days holiday per year with statutory pension contribution
<b>LOCATION:</b>	Bethnal Green, E2 and remotely as required
<b>ACCOUNTABLE TO:</b>	Supervising Solicitor
<b>DIRECT REPORTS:</b>	N/A
<b>MAIN PURPOSE:</b>	To work on existing practice in public law and claims against public authorities within PILC's strategic objectives

### Introduction

PILC exists to challenge systemic injustice. We do this by holding government and public bodies to account and promoting access to justice for dispossessed and excluded groups. We work through legal representation, strategic litigation, research & advocacy and legal education.

PILC has been highly successful since its inception, winning a number of significant cases against government departments, local government authorities and other public bodies. Its successes have changed the law and administrative practices.

The post-holder will support PILC's supervising solicitors in Public Law and Claims against Public Authorities. They will manage all aspects of litigation, carrying their own caseload and responsible for facilitating billing. They will be supported by PILC's experienced litigation team.

### Main Responsibilities

- Conduct legal casework in Public Law and Claims against Public Authorities
- Ensure sustainability of casework by adhering to financial targets and billing promptly

- Develop excellent relationships with PILC's beneficiaries and partners
- Identify public law issues and develop strategic litigation in line with PILC's mission

### **Specific duties include:**

#### **Legal Advice and Representation**

- Obtain accurate information and instructions from clients, analyse the legal and practical aspects of their claims and obtain the necessary documents/evidence to provide preliminary advice on prospects of success/costs & funding.
- Interview clients and witnesses, draft statements, prepare court bundles.
- Brief counsel, attend conferences and court with counsel.
- Analyse and advise on strategy, tactics, and how best to achieve the most successful outcome for each client according to the particular circumstances of their case.
- Enable clients to make informed decisions based on advice on legal and other appropriate considerations e.g. costs, funding and risks of litigation.
- Ensure the timely and effective deployment of others involved in the matter e.g. expert witnesses, counsel, cost draftsmen.
- Monitor all aspects of the case on behalf of the client and advise on whether subsequent developments affect views previously expressed.
- Be aware of deadlines in all cases and adhere to time limits, to take necessary steps to protect the client's position.
- Endeavour, where appropriate, to achieve settlement pre-litigation; otherwise to conduct litigation through to trial or earlier settlement and to deal with post trial/settlement considerations such as costs and enforcement proceedings, and to consider whether any decision should be appealed.
- Comply with the Solicitors Regulation Authority's standards of professional conduct and ethics and, in particular, with the strict requirement of confidentiality of client's affairs, at all times.

#### **Client Care**

- deal with clients in a sensitive, professional and compassionate way.
- identify clients' objectives and seek to further them in a manner consistent with all professional and ethical obligations.
- anticipate as well as respond to clients' needs and demands.

#### **Administration & Billing**

- Prepare and manage funding applications to the Legal Aid Agency
- Maintain a full and orderly file with comprehensive attendance notes of all meetings, attendances and telephone calls.
- Maintain such financial records and financial information as may be required by the Solicitors Regulation Authority or the Law Centre, including providing calculations of work in progress from time to time
- Facilitate claims for costs on an *inter partes* basis and from the Legal Aid Agency
- Adhere so far as possible to annual billing and performance targets.

## **Team Work and Partnerships**

- Work closely with PILC solicitors to identify matters requiring Judicial Review and strategic litigation
- Provide supervisory casework support to trainee, caseworkers and volunteer advisers as required.
- Work effectively with non-legal staff including operations manager and finance officer
- Attend and contribute to regular and special team meetings and discussions
- Maintain and develop excellent relationships with frontline agencies and grassroots groups to enable effective joint working.

## **Social Policy**

- Remain alert to the social policy implications of issues presented by clients
- Contribute to taking appropriate action to influence social policy in regard to these issues

## **Other duties**

- complete and maintain as necessary any professional documentation or records (such as a Practising Certificate) as the Solicitors Regulation Authority or any other professional body may require.
- Engage in regular managerial supervision
- Attend training internally and externally as agreed with the Supervising Solicitor and maintain a record of all training undertaken and CPD points.
- Undertake other duties which may be regarded within the nature of the post, in discussion with the Director.

## **Organisational standards**

The post holder will be expected to meet the following organisational standards in how they undertake their work and conduct themselves in the post.

## **Professional Development**

The post holder will:

- participate in the PILC team review and supervision processes as appropriate
- attend courses on new legislation, specialist skills and the use of information technology relevant to the role
- keep up to date with the changes in relevant legislation
- undertake such training as is necessary as to maintain the standards required.

## **Equality and Diversity**

The Law Centre's clients are largely on low incomes and come from a diverse range of minority ethnic groups. The post holder will be expected to show a particular interest in working with this client group and to show an understanding of equality and diversity issues.

The post holder will have regard at all times in the planning and execution of their duties to the Law Centre's Equality & Diversity Policy and will implement that policy faithfully.

## **Review of this role**

This job description is to provide guidance and direction. It is not an inflexible document, nor is it intended to limit the range of duties which could reasonably be expected of the post holder. The job description will be reviewed at each appraisal.

**PERSON SPECIFICATION**

Job ref: PILC/1/2021/Re-ad

**SOLICITOR IN PUBLIC LAW**

	Requirement	Essential	Desirable
1.	Qualified Solicitor with a strong interest in Public Law	✓	
2.	A solid understanding of the key principles of public law and relevant legal procedures in judicial review litigation	✓	
3.	Demonstrable experience of conducting cases from initial advice to trial, including drafting pre-action protocol letters, instructions and witness statements	✓	
4.	Experience of undertaking publicly funded work and knowledge of legal aid procedures	✓	
5.	Experience of acting for clients from all backgrounds, and an ability to deal sensitively with and communicate effectively with vulnerable clients	✓	
6.	A demonstrable commitment to access to justice and an interest in PILC's key priority areas	✓	
7.	Excellent time management skills, demonstrated by an ability to organise and prioritise a complex workload and meet tight deadlines	✓	
8.	Good interpersonal skills, including excellent communication skills both verbal and written	✓	
9.	Extensive experience in file management, including the preparation of accurate attendance notes, time recording and good knowledge of billing procedures	✓	
10.	Understanding of the social setting and impact of the law and a commitment to achieving change for social justice	✓	
11.	A commitment to the Public Interest Law Centre's Equality & Diversity Policy	✓	
12.	Ability to be self-servicing with competent use of the suite of Microsoft Office 365 apps as well as online-based case management systems	✓	
13.	Demonstrate willingness to work as part of the Law Centre's team and carry administrative and other duties shared amongst the staff	✓	
14.	Two or more years' PQE in Public Law and/or Claims against Public Authorities		✓

15.	An interest in and ability to develop your own specialist practice area and to generate and build new referral networks		✓
16.	A willingness and commitment to engaging in work that promotes PILC externally		✓