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| **Name:** | TBC |
| **Job Title:** | Mental Health Fee earner |
| **Office:** | Leeds City Centre |
| **Reporting to:** | Kate Jackson, Solicitor and Director |
| **Managing or Supervising:** | TBC |

**Main Purpose:**

* Managing a caseload of matters arising out of the Mental Health Act, including advocacy at the First Tier Tribunal (Mental Health) and other relevant legal procedures
* Ensuring a high level of client satisfaction and customer care
* To assist with Legal Aid Agency contract requirements such as supervision, funding, billing and compliance

**Key Tasks:**

* Compliance with conflict checking protocols
* File opening and completion of client care protocols
* Case progression according to client instructions
* Attending clients, taking instructions and preparing cases
* Advocacy on behalf of clients
* Dealing with correspondence
* Legal Aid Agency funding
* Billing of Legal Help files
* Compliance with file closing and archiving protocols
* Administration as required
* Accurately time recording on files
* Ensuring compliance with the SRA’s Standard and Regulations, Legal Aid Agency contracts, SQM standard and other regulatory requirements

**Responsibilities:**

* Achieving own chargeable time and billing targets
* Managing staff under the direction of the Directors
* Billing of publicly funded files
* Billing of private matters (where appropriate)
* Networking and business development on behalf of the Firm
* Maintenance of Law Society Mental Health Panel Accreditation
* Ensuring files are compliant with Legal Aid Agency contract and SQM standard requirements
* Ensuring training is undertaken in line with Legal Aid Agency contract and SQM standard requirements
* Compliance with the Firm’s Office Manual and relevant policies and procedures
* Reporting to the Directors any issues of non-compliance

**Officer Roles:**

TBC

Employee signature: Dated:

Line Manager signature: Dated: