



# Public Law Project

Information Pack

Lead Lawyer



Will you join our award-winning and thriving team?

This is an exciting opportunity for a dynamic and committed lawyer to take on a new senior role within PLP and develop their excellent public law expertise. This role is a new post funded by Justice Collaborations to enable PLP to act as a strategic partner to the Justice Together Initiative. You will work closely with the Initiative and its grant partners to support and enhance influencing opportunities arising in the course of their work. The goals of the Justice Together initiative include a fair, timely and accessible immigration system and a more accessible, sustainable, collaborative and co-ordinated sector to strengthen and increase access to immigration advice and legal provision...

We particularly encourage applications from people with lived experience of systemic unfairness and social disadvantage. People with lived experience of going through the UK immigration system and from racialised and minoritised communities are underrepresented in our organisation, so we are actively seeking candidates from these groups.

PLP has long experience of using public law to secure access to justice for those subject to immigration control. It remains deeply concerned by the lack of access to public law for those subject to immigration controls, and access to justice issues more generally for migrants. Most recently the New Plan for Immigration and the Nationality and Borders Bill, make numerous proposals which will impact negatively on access to justice for our beneficiaries. PLP's work in this area aims to mitigate the impact of those reforms and to promote a fair and humane immigration system, and this role is crucial to that work.

You will need to work collaboratively across our organisation to develop interesting and creative litigation aiming to deal with some of the most complex public law issues of our times. PLP is a stretching but very rewarding place to work, where we prioritise teamwork, integrity, equality and expertise.

If you would like an informal discussion about the role with the hiring manager, please contact [hr@publiclawproject.org.uk](mailto:hr@publiclawproject.org.uk) in the first instance.

Closing date for applications by midnight on 22 November 2021

## **What is PLP**

Public Law Project (PLP) works to ensure that people who are disadvantaged and marginalised can hold the state to account. For almost 30 years we have helped civil society, advisers and lawyers use the law to prevent abuses of power and improve access to justice in England and Wales. We employ specialist lawyers who represent individuals, campaign groups and charities, often in high profile, high stakes, public interest litigation. Our researchers work in partnership with the UK's leading academic institutions, and we run a national programme of conferences and training.

PLP is growing. We are expanding our operations and developing our in-house expertise to meet some extraordinary challenges and opportunities; from legal aid to benefit sanctions, from constitutional reform to the use of algorithms in Government decision-making.

## **Vision, Mission & Values**

## Our vision

Our vision is a world where state decision-making is fair and lawful and each person has the power to hold public bodies to account.

## Our mission

We hold power to account

We improve state decision-making

We empower people to get justice

## Our values

Equality

Integrity

Expertise

Teamwork

## Employment information

**Job title:** Lead Lawyer (Migrant Justice)

**Contract term:** Permanent

**Location:** Central London (EC1V). Central London (EC1V). There will be a requirement to work from the office (TBC) - after probation expectation will be for 2 days minimum.

**Hours:** Although the job is available full or part time, a minimum commitment of (around) four days a week would be expected, though again subject to the correct candidate making a case for their being full or part time.

**Salary:** £46,767.31

**Pension:** 10% per annum after one year. Statutory minimum during first year.

**Leave:** A full time member of staff has 25 ordinary annual leave days each year in addition to bank holidays (usually 8).

**Probation period:** 6 months. Benefits may be offered at a reduced level during the probation period.

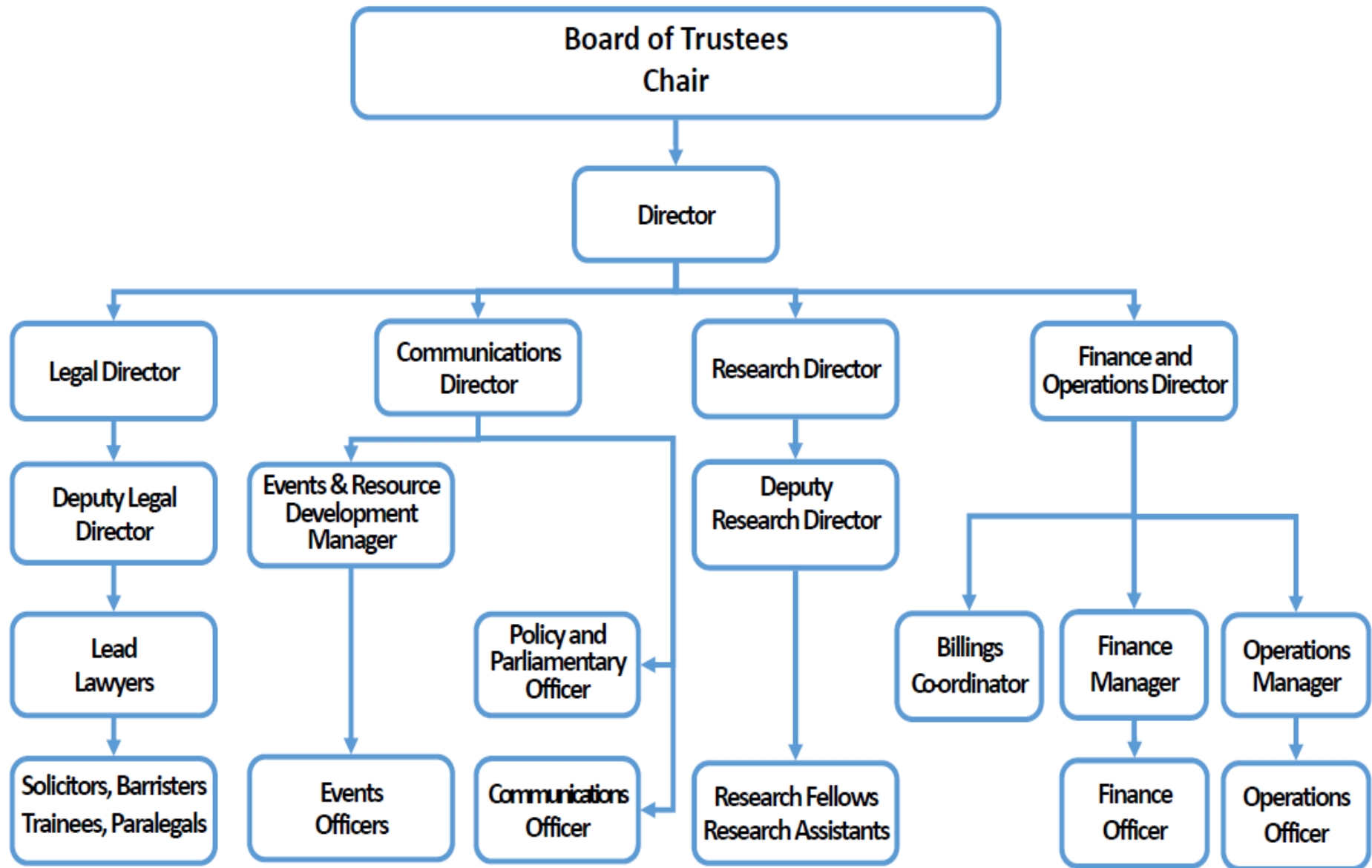
**Payment method:** Payment is made by electronic transfer on or shortly before the 15<sup>th</sup> of each calendar month covering payment for that same calendar month.

### **Flexible working:**

PLP is a family friendly employer. We are open to flexible working arrangements including those that will enable the post-holder to accommodate their care responsibilities.

PLP employees may be required to attend occasional evening meetings. However, PLP recognises that post holders may have other commitments and seeks to be as flexible as possible in this regard. In addition, reasonable notice will be given of such commitments outside normal working hours where possible, and time off in lieu may be taken by arrangement.

*These details are provided for information only and do not form part of an employment contract or job offer.*





## Job Description: Lead Lawyer

This is an exciting opportunity for a dynamic and committed lawyer to take on a new senior role within PLP. This role is a new post funded by Justice Collaborations to enable PLP to act as a strategic partner to the Justice Together Initiative. You will work closely with the Initiative and its grant partners to support and enhance influencing opportunities arising in the course of their work. The goals of the Justice Together initiative include a fair, timely and accessible immigration system and a more accessible, sustainable, collaborative and co-ordinated sector to strengthen and increase access to immigration advice and legal provision.

PLP has long experience of using public law to secure access to justice for those subject to immigration control. It remains deeply concerned by the lack of access to public law for those subject to immigration controls, and access to justice issues more generally for migrants. Most recently the New Plan for Immigration and the Nationality and Borders Bill, make numerous proposals which will impact negatively on access to justice for our beneficiaries. PLP's work in this area aims to mitigate the impact of those reforms and to promote a fair and humane immigration system. The successful candidate will have a thorough knowledge of the immigration system and proven experience of developing systemic public law challenges. Whilst the Lead Lawyer is a supervisory role based within PLP's casework team, the role will also involve delivering a project that incorporates collaborative working with civil society partners and significant casework, much of which will be strategic. The Lead Lawyer will need to be confident

developing a multidisciplinary approach with appropriate support from the wider PLP staff team.

Although the job is available full or part time, a minimum commitment of (around) four days a week would be expected, though again subject to the correct candidate making a case for their being full or part time.

### Primary Duties and Responsibilities

The following are prime duties of this role (NB this is not necessarily an exhaustive list)

Act as strategic lead within PLP for migrant justice, planning and directing work to promote access to public law for those subject to immigration control through PLP's litigation, training, research and policy functions

Act as a strategic partner to the Justice Together Initiative, working with its network of grant partners to provide public law support to their work to achieve the change goals of the Initiative, including identifying opportunities for strategic litigation and supporting legally informed influencing work

Supervise a small team including qualified and non-qualified caseworkers (2 – 4 people)

To conduct, coordinate and supervise public law proceedings generally that help to deliver our organisational strategy and the change goals of the Justice Together Initiative, on behalf of individuals and organisations, including complex cases, using legal aid and other sources of funding.

Provide authoritative advice and information on migrant justice and public law issues, including public speaking and contributing to articles in legal press and potentially more widely.

Act as PLP's external lead for engagement on migrant justice policy, representing PLP at external fora including with government officials, Parliamentarians, other legal aid providers and civil society organisations concerned with migrant justice policy and producing drafts of PLP responses to relevant consultations for approval by the Legal Director or Director.

Oversee the production of PLP guides, reports and other publications relating to migrant justice issues.

To work closely with PLP's Research team when necessary to identify where further research may inform casework and policy work.

Contribute to monitoring, evaluation and learning activities as necessary.

Provide authoritative legal advice and assistance to client groups, including Initiative partners, by telephone, and in writing.

Maintain a caseload of a reasonable size and meet own financial targets.

Ensure that all time recording and legal aid and other billing is undertaken in a timely and appropriate way.

Compliance with all professional requirements. In particular, responsibilities to individual clients may sometimes require the postholder to work outside normal working hours.

#### Communications and Research

In conjunction with the Communications team, and other staff members where appropriate, to develop, maintain and disseminate information relating to PLP's expert interest areas in law.

In conjunction with the Events team, and other staff members where appropriate, to develop, maintain and deliver training courses and conferences to PLP's client groups, including the grant partners of the Justice Together Initiative, and participate as a trainer in training events and conferences as required.

Work collaboratively with the Research team to identify and develop areas for research, provide information and data as requested, and assist with reporting.

## General

Assist with the day to day management of the Casework team including identifying and delivering internal training to the team as needed, chairing team meetings are required and assisting with recruiting, inducting and training new members.

Contributing to the fulfilment of any reporting requirements of the LAA and other funders.

Attend staff and team meetings

Undertake general administration and word-processing in connection with own work.

Monitor own financial performance, ensuring adequate funding of cases (including limitations to public funding certificates), timely progression of billing etc.

Contribute to PLP's policy work. This may involve taking the lead in providing written responses to particular issues on PLP's behalf.

Contribute to PLP's general development. This may involve taking the lead in fundraising applications or proposals for PLP's strategic direction.

Represent PLP at meetings and other fora, as required.

Undertake other tasks appropriate to the role as required.

PLP lawyers are expected to attend occasional evening meetings. These and other events may also result in the post holder having to be away from home overnight. However, PLP recognises that post holders may have caring and other commitments and seeks to be as flexible as possible in this regard. In addition, reasonable notice will be given of such commitments outside normal working hours where possible, and time off in lieu may be taken by arrangement.

Undertake other tasks appropriate to role as requested by the senior management team.

## Person Specification: Lead Lawyer

Knowledge, skills and competencies	Essential	Desirable
Understanding of, and commitment to, the aims of the Public Law Project	✓	
Awareness of current social and legal issues in the public law field	✓	
Qualified solicitor or barrister in England and Wales with significant public law expertise, or similar CILEX	✓	
Experience in initiating, developing and conducting strategic and complex judicial review litigation to a very high standard	✓	
Excellent proven oral and written communication skills	✓	
Ability to develop creative legal strategies, including the use of litigation, and to innovate in the use of law.	✓	
Experience and skill in the supervision and line management of other caseworkers	✓	
Ability to build and maintain networks, proactively generate work and establish a strategically coherent caseload including experience of collaborating and consensus-building e.g. with clients, campaigners, researchers, other NGOs etc.	✓	

Working knowledge of funding litigation and casework.	✓	
The ability to meet reasonable billing targets and outputs on grant funded projects	✓	
The ability to communicate complex legal issues clearly, both orally and in writing, to various audiences	✓	
The ability to represent PLP in external including at meetings with Government representatives, Parliamentarians and other civil society organisations	✓	
Working knowledge of the immigration system	✓	
Expertise in immigration and asylum law		✓
Accredited under the Immigration and Asylum Accreditation Scheme ('IAAS') at Level 2 or above		✓
Experience in communicating with and training lawyers and advisers		✓
Experience of influencing externally including dealing with the media		✓
Experience of working in an organisation undergoing a period of significant change and development		✓
A track record of leading or guiding teams in a common goal or initiative		✓
Experience of engagement in policy or legislative developments with Government, Parliamentarians and other civil society organisations		✓

Working knowledge of legal aid and ability to ensure compliance with contracting requirements		✓
The ability to meet the LAA Supervisor Standard criteria in Public Law for the 2018 civil contract		✓
<b>Personal qualities, commitment and values</b>	<b>Essential</b>	<b>Desirable</b>
Commitment to PLP's core values of equality, integrity, expertise and teamwork	✓	
Ability to be self-servicing, including word processing skills, and to work flexibly and collegiately within a multi-disciplinary team	✓	
Able to communicate effectively with colleagues internally and also externally	✓	
Willingness and ability to travel to other parts of the country, occasionally staying overnight		✓
Personal commitment and experience of team development		✓
Willingness and ability to occasionally attend evening meetings		✓
Right to work in the UK	✓	



## Application process

PLP is an equal opportunities employer. We welcome applications from individuals regardless of age, disability, gender, gender identity, marital status, pregnancy/maternity, race, religion and belief, sex or sexual orientation.

Candidates may ask for clarification of elements of the person specification and/or the application process, and may discuss any issues that might impact on how they would be able to undertake the work. PLP will not discuss issues that may give any candidate information that would give them an advantage in their application.

To apply please complete the application form which accompanies this information pack and send it to [hr@publiclawproject.org.uk](mailto:hr@publiclawproject.org.uk).

**The deadline for applications is 11.59pm Monday, 22nd November 2021.**

A recruitment panel will be nominated for each vacancy. The recruitment panel will use the completed application form to assess each candidate's ability to meet the essential requirements of the job as set out in the person specification using a scoring system. The highest scoring applicants will be interviewed.

**Interviews will be held in the week of Monday, 10 January 2022.**

Further information about the interview process will be provided to successful applicants. Interviews will usually consist of at least one practical test of your abilities relating to the role and a standard interview with a panel of at least two people. Please

let us know in advance of your interview if you have a disability and require reasonable adjustments for the interview and/or assessment process to ensure the process is fair and equitable to all applicants.

Interview questions will be decided in advance based on their relevance to the job description and person specification and scored separately by interviewers. A score sheet will be set in advance, interviewers may only use information from the application form, the interview and any other assessment methods to inform their score.

PLP keeps assessment records/notes for all applicants, whether shortlisted or not, for 12 months. They are stored securely and then destroyed securely after the above period.

All short-listed candidates shall be notified of their selection decision and can obtain feedback from the assessment if they request it. All such requests are dealt with by the Practice Manager who may pass them on to the relevant person if applicable.

## Equality statement of intent

As an employer, PLP will treat all employees and job applicants equally and fairly and will not unlawfully discriminate against them. This also applies to volunteers, interns and anyone undertaking work experience with PLP. Our commitment to equal treatment extends to arrangements for recruitment and selection, terms and conditions of employment, access to training opportunities, access to promotion and transfers, grievance and disciplinary procedures, demotions, selection for redundancies, dress code, references, work allocation and any other employment related activities. Specifically, PLP will endeavour to ensure that:

- I. Whenever practical, we will recruit and maintain a workforce which broadly reflects the diversity of the community in which we operate and serve. We will ensure that the style and content of our job adverts and recruitment materials convey this commitment, and always includes the statement that "The Public Law Project is an equal opportunity employer".
- II. Subject to cost, we will ensure that job opportunities are advertised widely and to diverse audiences. Where appropriate, PLP will take positive action measures to attract applications from all sections of society and especially from those groups which are under-represented in our workforce.
- III. We treat all job applicants equally and fairly and do not unlawfully discriminate against them. We do this by ensuring that we operate an open and fair recruitment process, and making decisions using selection criteria which do not discriminate.
- IV. We will take every possible step to ensure that employees and volunteers are treated fairly, with the aim of creating a

culture that respects and values each others' differences, that is free of discrimination and promotes dignity, equality and diversity, and that encourages individuals to develop and maximise their true potential.

V. We recognise our continuing responsibility to develop the potential of all employees, removing any barriers, bias or discrimination that prevents progression or full contribution to the organisation's performance. We will ensure that selection for promotion, training or other benefit is free from discrimination of any kind and is based on the employee's experience and abilities and the needs of the job.

VI. We will make clear to all employees, volunteers and trustees that anyone who works for PLP in any capacity is entitled to be treated with dignity and respect, and that unlawful discrimination, intimidation, harassment and victimisation are disciplinary offences which will not be tolerated by the organisation and may lead to disciplinary action. We will provide clear and accessible procedures allowing allegations of such conduct to be promptly and sensitively investigated.

VII. We will provide flexibility to employees in relation to work requirements that may significantly impact on their personal needs and responsibilities and we will seek, as far as possible, to foster a culture that ensures an appropriate work – life balance. We also aim to be aware of days of cultural or religious significance that employees may wish to observe in an appropriate manner.

## **Privacy notice**

When you apply for a job with PLP we will need to collect information about you including your employment history and

contact details so that we can assess your suitability for the role and inform you about the progress of your application.

Your records will be kept securely whilst we consider your application. If your application is unsuccessful, we will keep your data until 6 months after the decision was made. If successful your recruitment information will be kept for 6 years after your last day working with us.

If you opt to provide equal opportunity data to PLP this will be anonymised and retained only as long as is necessary to record the recruitment decision against the anonymised data and no longer than six months.

We do not share recruitment information with third parties.