



Public
Law
Project

Information pack Head of Casework

April 2022





Public Law Project (PLP) exists to ensure that state decision-making is fair and lawful, and that each person has the power to hold public bodies to account. Since its inception PLP has played an active role in the development of public law and has helped other lawyers and advice agencies to use public law principles and redress mechanisms to help many of the most vulnerable in society. Our mission is implemented through our organisational programmes, namely legal advice and representation, research, policy advocacy, communications and influencing and training events.

We are looking for a new Head of Casework to lead our legal advice and representation programme and head up our brilliant casework team. This is a unique and hugely rewarding role, overseeing the delivery of high-quality legal services that increase access to public law remedies.

We are seeking a qualified solicitor with practical experience of conducting complex judicial review litigation. You will be a thoughtful leader, able to provide clear, supportive and positive management to an expert legal team. You will have the ability to contribute to the longer-term strategic direction of PLP and to translate ideas into specific and workable projects.

PLP supports flexible working practices and will consider part-time hours and/or job sharing for the right candidate.

As part of our commitment to recruit fairly we use anonymised-selection processes until interview, offer additional interview opportunities to the highest-scoring candidates from under-represented communities, and use 'tie-breaker' provisions at all stages of our selection process.

About Public Law Project

We are researchers, lawyers, trainers and public law policy experts. The aim of all of our work is to make sure that state decision-making is fair and lawful and that anyone can hold the state to account.

For over 30 years we have represented and supported people marginalised through poverty, discrimination or disadvantage when they have been affected by unlawful state decision-making.

- Our specialist lawyers 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. We respond to consultations, policy proposals and legislation that have implications for public law remedies, access to justice and the rule of law. We provide evidence to inquiries, reviews, and parliamentary committees, and we publish independent research and guides to increase understanding of public law.
- Our events team runs a national programme of conferences and training for practitioners and those working with marginalised and disadvantaged groups, providing thought-leadership, expertise and insight to organisations and individuals who share our goals.



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: Head of Casework

Contract term: Permanent

Location: Central London (EC1V) - mix of office and home working available

Hours: 35 hours (full time) (part time to a minimum of 28 hours and other flexible working arrangements available)

Salary: £57,000 (cost of living increase to be considered by December 2022)

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 15th 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

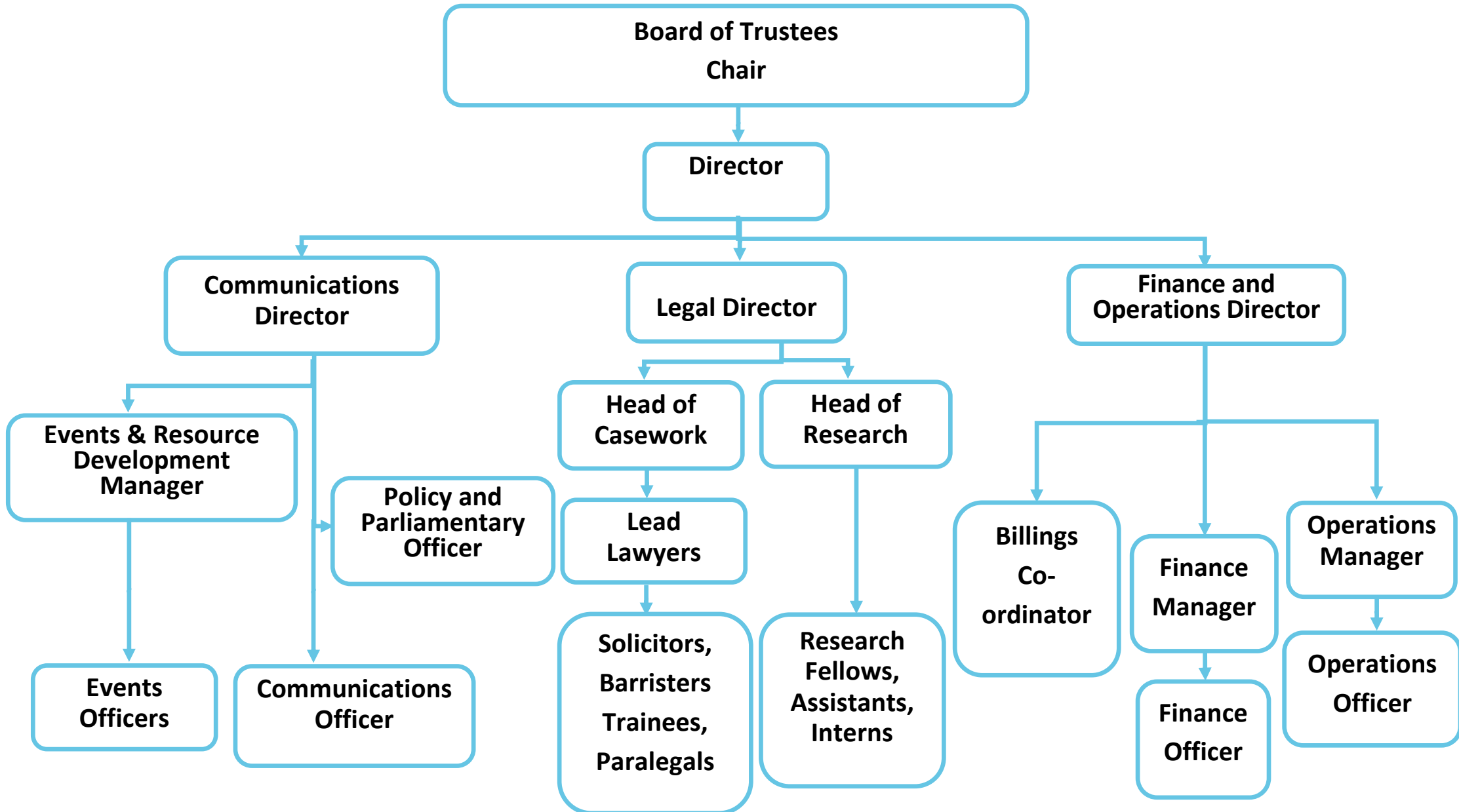


addition, reasonable notice will be given of such commitments outside normal working hours where possible, and time off in lieu may be taken by arrangement.

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



Organogram





Job Description: Head of Casework

The Head of Casework is responsible for leading the casework team. They support the delivery of high-quality legal services, take a leading role in the design and delivery of casework plans and are responsible for the management of PLP's casework team.

The Head of Casework reports to and is managed by the Legal Director and the Director where relevant/in the Legal Director's absence.

As a senior manager at PLP, the Head of Casework supports the Legal Director in the development and implementation of PLP's strategies, policies and practices.

Primary Duties and Responsibilities

The following are the primary duties and responsibilities of the Head of Casework (NB this is not an exhaustive list).

Casework Leadership and Management

- Work with the Legal Director and others as appropriate to ensure that PLP identifies clear casework strategies to support the achievement of its goals, and that its substantive work programmes are appropriate to the achievement of those objectives.
- Provide leadership to the PLP casework team, contributing to the maintenance of a fair and respectful working environment that promotes the well-being and development of staff.
- Take a leading role in the design and delivery of strategic casework plans to deliver on PLP's charitable objective to improve access to public law remedies for those whose access to



justice is restricted by poverty, discrimination or other social or economic disadvantage.

- Lead and/or support the Legal Director in the development and implementation of litigation strategies under PLP's priority areas.
- Oversee and supervise all litigation and casework conducted by PLP lawyers and caseworkers, including through the delegation of supervisory responsibilities to other lawyers.
- Conduct and co-ordinate public law proceedings (in particular judicial review) on behalf of individuals and organisations, including complex cases, using legal aid and other sources of funding.
- Work with the Legal Director and others to lead on and/or contribute to PLP's policy and project work, especially in relation to matters affecting casework and/or organisational interests.
- Work with the Legal Director and others to ensure that clear and realistic casework and revenue targets and developmental objectives are set for all casework staff.
- Maintain own caseload of a reasonable size and meet own targets.
- Ensure that all legal aid and other billing is undertaken in a timely and appropriate way.

Human Resources Planning and Management

- Line manage key members of the PLP casework team, supervising their casework to ensure that it is of the highest



standard and that they meet the targets and objectives that have been set for them, including in the supervision of others.

- Identify when members of the casework team fail to meet the targets and objectives set for them and agree appropriate action, in consultation with the Legal Director and/or Finance and Operations Director as appropriate.
- Attend and actively participate in meetings of the wider senior management including preparation for meetings.
- Attend other organisational meetings, when necessary.
- Assist the Legal Director to prepare for meetings of the leadership team and deputise for the Legal Director when appropriate/required, including at internal or external meetings.

Compliance and Quality

- Act as, and discharge all responsibilities as vested in the 'Compliance Officer for Legal Practice' as required by the Solicitors Regulation Authority; monitoring compliance of all individuals and take appropriate action to remedy any deficiencies.
- Ensure compliance with the Legal Aid Agency contracting requirements including maintenance of the necessary Quality Standards. Where the Contract imposes general obligations as to the financial or administrative manner in which the organisation is run, work with the Finance and Operations Director, Finance Manager and/or any staff member to whom day to day responsibility for contract compliance is delegated to ensure that these are reflected in the organisation's procedures and that they are understood by staff.



- Work with the Finance and Operations Director to ensure that PLP maintains and meets the requirements of either the Specialist Quality Mark or the Law Society's Lexcel quality standard.
- Work with the Finance and Operations Director and/or any other staff member to whom day to day responsibility is delegated to ensure that (for as long as it is required) PLP maintains its registration with the Office of the Immigration Services Commissioner and that its policies and procedures promote compliance with the OISC Code of Conduct and Standards.

Financial Management

- With or as requested by the Legal Director/Director, lead on and/or contribute to fundraising applications and initiatives and/or make fundraising applications as necessary to develop and support both the casework team and core functions of PLP.
- Maintain good working relationships with funders and potential funders and ensure compliance with funders' reporting requirements as appropriate.
- Support the Legal Director and others in the preparation of an annual budget for Board approval and implementation of appropriate casework finance systems for proper budgetary and cashflow control.
- Liaise with the Finance & Operations Director and Finance Manager to assist with the preparation of quarterly management accounts as they relate to casework income and expenditure reporting actual and budgeted income and expenditure on at least a quarterly basis.



General

- With the Legal Director and others, contribute to the development of the organisation's priority areas.
- Creating and managing internal and external relationships that enable the continued development of PLP's casework.
- In conjunction with the Events & Resources Development Manager, and other staff members where appropriate, develop, maintain and disseminate information and training materials relating to the field of public law and of relevance to the PLP's client groups, and participate as a trainer in training events as required.
- Undertake other tasks appropriate to role as requested by the Legal Director, Director or the Board.



Person Specification: Head of Casework

Abilities, skills and knowledge	Essential	Desirable
Understanding of, and commitment to, the aims of the Public Law Project.	✓	
Qualified solicitor in England and Wales.	✓	
Significant practical experience and knowledge of public law principles, procedures and remedies.	✓	
7+ years of post-qualification experience.		✓
Awareness of current social and legal issues in the public law field.	✓	
Experience in conducting complex judicial review litigation to a very high standard.	✓	
Knowledge of the legal aid scheme, experience of making public funding applications and understanding of the recent legal aid reforms.	✓	
Experience of ensuring compliance with the Legal Aid Agency contracting requirements including maintenance of the necessary Quality Standards.		✓
Knowledge and understanding of other options for funding litigation and casework.		✓



Sufficient knowledge and experience to be able to meet the CLS Supervisor Standard criteria in public law.		✓
Ability to provide clear, supportive, and positive legal supervision and line management to an expert legal team.	✓	
Experience of taking responsibility for ensuring that compliance and / or quality standards are met in a legal practice.		✓
Ability to meet reasonable chargeable hours and billing targets.	✓	
Ability to communicate complex legal issues clearly to different audiences.	✓	
Experience in the development and delivery of training courses for lawyers and lay advisers.		✓
Experience in the not for profit or charity sector.		✓
Willingness and ability to act as an external spokesperson for PLP in a range of settings.		✓

Personal qualities, commitment and values	Essential	Desirable
Commitment to PLP's core values of equality, integrity, expertise and teamwork.	✓	



Commitment to an empowering model of lawyering and working with user-led groups to achieve structural change using the law.		✓
Attitude conducive to working in a small, charitable organisation including the willingness to take on a wide range of tasks.	✓	
Willingness and ability to contribute to the longer-term strategic direction of PLP, and in particular to translate ideas into specific and workable projects.	✓	
Excellent interpersonal skills, showing awareness of own emotions and the effect you have on others whilst in a senior management role.	✓	
Ability to manage a diverse workload, prioritise and meet deadlines effectively whilst helping ensure your own well-being and that of others.	✓	
Willingness and ability to travel to other parts of the country, occasionally staying overnight and attending evening meetings where required.		✓
Right to work in the UK.	✓	



Application process

PLP is an equal opportunities employer and Disability Confident 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.

The deadline for applications is

11.59pm Monday 23rd May 2022.

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 on

Tuesday 7th June 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 HR 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 other's 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.