



Team Leader / Solicitor

Immigration and Asylum Legal Service

Job Description

Ref: 807

Job Summary

- To work with the Senior Manager Advice Services to manage BHT's Accredited Senior Immigration & Asylum caseworkers, to ensure that performance targets are met, quality standards are maintained, and staff develop their skills.
- To work with the Senior Manager Advice Services to develop and implement new advice services and new sustainable models of funding.
- To advise and undertake legally aided casework (including preparing cases for the IAC to the Supreme Court), for BHT clients in asylum and immigration matters, in relation to an existing and new casework allocation, to include closing cases when necessary, billing and preparing them for billing.
- To oversee regulatory compliance with all Solicitors Regulatory Authority requirements including the solicitors' account rules and be the BHT Quality Representative.
- To oversee regulatory compliance for the Team with the Office of the Immigration Services Commissioner.
- To be an active member of the BHT Advice Services Management Team.
- To be a Law Society Accredited Senior Immigration Case Worker and Supervisor.

Responsible To:

- Senior Manager Advice Services and through line management to BHT Sussex's Board of Management.

Significant Working Relationships:

- BHT Advice Staff
- Legal Aid Agency
- Barristers Chambers, Interpreting Services, Experts and Other Suppliers
- Costs Draftspersons
- Court & Government Officials

Duties / Responsibilities:**Management:**

- To provide staff management and supervision for the Immigration & Asylum Team in accordance with HR Policies, as well as the Specialist Quality Mark, OISC and SRA requirements.
- To ensure that all work complies with the requirements of the Legal Aid Agency in relation to Legal Help, Controlled Legal Representation and Legal Aid Certificated matters as appropriate.
- To meet all Legal Aid contract and BHT Sussex performance targets as agreed with the Senior Manager Advice Services and provide reports and monitoring information as agreed.
- To work with the team to maintain and develop knowledge of asylum and immigration law and other related matters in line with professional development requirements through attending training courses, online resources, keeping up to date with legislation and case law, reading journals and information sources and where appropriate disseminating to the team.
- To lead on team and staff meetings.
- To participate in supervision and appraisals in accordance with BHT Sussex policies and procedures.
- To ensure the efficient and effective delivery of a high quality, client-focussed casework service on immigration and asylum including those operational factors needed to ensure service delivery such as organising rotas and cover for absence.
- To liaise effectively with other parts of BHT Sussex and external agencies, such as the local authority, statutory bodies, courts, voluntary organisation, commissioning bodies and others to develop positive relationships to enhance the profile of BHT Sussex Advice.
- To work with the Senior Manager Advice Services and others to develop new services and bring in new funding.

Legal Casework:

- To undertake all areas of Legal Aid casework on asylum and immigration matters in accordance with current quality standards and the requirements of the OISC and SRA.
- To provide services that assist clients to resolve their asylum and immigration problems including interviewing and advising clients, assessing courses of action, advising on legal procedures, and preparing cases from the First Tier IAC to the Supreme Court.

- To be responsible for their own case management, to include accurate time recording, opening of cases, monitoring on ongoing work and ensuring that cases are closed and billed promptly.
- To be self-servicing, typing your own letters, etc.

Other Responsibilities:

- To undertake any other duties from time to time which may reasonably be required.
- To undertake the duties of this post at all times with due regard for BHT Sussex equal opportunities and confidentiality policies.

No job description can cover every issue which may arise within the post at various times and the post holder is expected to carry out other duties from time to time which are broadly consistent with those in this document.

It is the duty and responsibility of each employee to familiarise and comply with, BHT Sussex' health and safety policies and procedures. You are responsible for taking care of yourself to avoid injury to yourself and other persons who may be affected by your acts or omissions at work. You will be required to co-operate with BHT Sussex and others in meeting statutory requirements.

For confidentiality and data security: whilst working for BHT Sussex you may gain knowledge of confidential matters which may include manual, electronic personal and medical information about our Board Members, Staff, clients, residents or third-party contacts. Such information must be considered strictly confidential and must only be used for the purpose for which it was obtained for. Failure to observe BHT Sussex' GDPR & Data Protection policies and procedures could lead to disciplinary action. In addition, you must comply and handle personal data securely in accordance with BHT Sussex policies and procedures, including the IT Security Policy and Computer Use Policy.