



Job Description

Directorate	Chief Executive
Service	Legal Services

Post details	
Job title	Children's Safeguarding Lawyer
Grade	9
Location of work	1F Time Square
Directly responsible to	Legal Services Manager (Safeguarding)
Directly responsible for	N/A
Hours of duty	37
Primary purpose and scope of the job	
Children's Services and Social Care Lawyer based within the Legal Department's Safeguarding Team required to provide legal advice and services to the client departments and the Council itself.	
Working Relationships	
Within the Council as a whole through Client Departments and the Legal Services Team with Officers, colleagues, Members, Courts, Tribunals, Children's Guardians and, from time to time, members of the public and other related Agencies.	

Key Tasks and Responsibilities

The postholder must carry out the duties with full regard to the Council's Corporate Plan, the Corporate Equality and Diversity Policy, and Health and Safety Policy.

2. To undertake the provision of legal advice, guidance and support on behalf of Warrington Borough Council in relation to Children's Services matters (including Child Care Applications and questions relating to Education Law).
3. To conduct advocacy at all levels with respect to the above matters before the Single Family Court and any other appropriate tribunal.
4. To proactively advise and respond to all requests for legal advice. Advising on the proposed impact of any legislation as and when appropriate to the Client Departments.
5. To undertake all preparations in relation to Child Care Advocacy including preparation of bundles, skeleton arguments, care plans, and statements, ensuring full compliance with the Public Law Outline, attendance at advocates meetings and to liaise with Counsel as and when required.
6. To attend relevant meetings including internal meetings with clients, external meetings with other parties to proceedings and their legal representatives, and multi-agency meetings.
7. The postholder must carry out the duties with full regard to the Council's Community Plan, Community Safety Strategy, Corporate Equality Plan, Health and Safety Policy and Social Inclusion Strategy.
8. Any other duties as directed by the Legal Services Manager and ultimately the Director of Law and Governance.
9. To carry out all duties with due regard to confidentiality and data protection regulations.
10. The postholder is responsible for contributing to and compliance with strategies and policies relating to safeguarding and promoting the welfare of children and/or vulnerable adults.
11. To provide occasional supervision to Senior Legal Assistants, Legal Assistants, Trainee Solicitors, Legal Apprentices and other junior members of staff as and when required.
12. To deputise regularly for the Senior Solicitor (Children's Safeguarding) and occasionally for the Legal Services Manager (Safeguarding) as and when required.
13. To assist occasionally any team in Legal and Democratic Services. This can include working outside of normal office hours and working off site.
14. To undertake such additional duties as are reasonably commensurate with the level of this post.

Review Arrangements

The details contained in this job description reflect the content of the job at the date it was prepared; however, it is inevitable that over time, the nature of the jobs may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Council will expect to revise this job description from time to time and will consult with the post holder at the appropriate time.

Prepared / Revised By	Caroline Owen
Role	Legal Services Manager
Date	February 2026



Directorate	Chief Executive
Service	Legal Services

Post details	
Job title	Children's Safeguarding Lawyer
Grade	10
Location of work	1F Time Square
Directly responsible to	Legal Services Manager (Safeguarding)
Directly responsible for	N/A
Hours of duty	37
Primary purpose and scope of the job	
Children's Services and Social Care Lawyer based within the Legal Department's Safeguarding Team required to provide legal advice and services to the client departments and the Council itself.	
Working Relationships	
Within the Council as a whole through Client Departments and the Legal Services Team with Officers, colleagues, Members, Courts, Tribunals, Children's Guardians and, from time to time, members of the public and other related Agencies.	

Key Tasks and Responsibilities
The postholder must carry out the duties with full regard to the Council's Corporate Plan, the Corporate Equality and Diversity Policy and Health and Safety Policy.
2. To undertake the provision of legal advice, guidance and support on behalf of Warrington Borough Council in relation to Children's Services matters (including Child

Care Applications and questions relating to Education Law) some of which may be complex.

3. To conduct advocacy at all levels with respect to the above matters before the Single Family Court and any other appropriate tribunal.
4. To proactively advise and respond to all requests for legal advice. Advising on the proposed impact of any legislation as and when appropriate to the Client Departments taking into account novel applications of known techniques.
5. To undertake all preparations in relation to Child Care Advocacy including preparation of bundles, skeleton arguments, care plans, and statements, ensuring full compliance with the Public Law Outline, attendance at advocates meetings and to liaise with Counsel as and when required.
6. To attend relevant meetings including internal meetings with clients, external meetings with other parties to proceedings and their legal representatives, and multi-agency meetings.
7. The postholder must carry out the duties with full regard to the Council's Community Plan, Community Safety Strategy, Corporate Equality Plan, Health and Safety Policy and Social Inclusion Strategy.
8. Any other duties as directed by the Legal Services Manager and ultimately the Director of Law and Governance.
9. To carry out all duties with due regard to confidentiality and data protection regulations.
10. The postholder is responsible for contributing to and compliance with strategies and policies relating to safeguarding and promoting the welfare of children and/or vulnerable adults.
11. To provide occasional supervision to Solicitors, Senior Legal Assistants, Legal Assistants, Trainee Solicitors, Legal Apprentices and other junior members of staff as and when required.
12. To deputise regularly for the Legal Services Manager (Safeguarding) and occasionally for the Head of Legal and Democratic Services) as and when required.
13. To assist occasionally any team in Legal and Democratic Services. This can include working outside of normal office hours and working off site.
14. To undertake such additional duties as are reasonably commensurate with the level of this post.

Review Arrangements

The details contained in this job description reflect the content of the job at the date it was prepared; however, it is inevitable that over time, the nature of the jobs may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Council will expect to revise this job description from time to time and will consult with the post holder at the appropriate time.

Prepared / Revised By	Caroline Owen
Role	Legal Services Manager
Date	February 2026