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## JOB DESCRIPTION

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<b>Title of Post:</b>	<b>Immigration Solicitor</b>
<b>Hours:</b>	35 per week
<b>Salary:</b>	£42,400 to £46,700 depending on experience + Auto-enrolment Pension
<b>Reports to:</b>	Director

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### Objectives of the post

To provide a high-quality immigration legal advice and representation service for the local community.

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### Main Responsibilities

#### 1 Casework

- 1.1 To provide high quality advice and representation service in immigration and related fields for individual clients.
- 1.2 To meet casework and income targets set by the Law Centre.
- 1.2 To create a culture of client care in terms of service delivery in line with a quality service.
- 1.3 To undertake outreach work as required.

#### 2. Compliance & Regulation

- 2.1 To maintain a Practising Certificate in your own name and any other accreditation relevant to the role.
- 2.2 To ensure compliance with the Solicitors Regulation Authority requirements. This includes maintaining a Personal Competence record of all personal objectives in terms of training and development needs and any courses or training undertaken to evidence compliance.



### **3. Operational Management & Performance**

- 3.1 To ensure Legal Aid income is maximised.
- 3.2 To organise and ensure cases are progressed in a timely way, reported and closed to ensure regular cash flow.
- 3.3 To ensure all activity is entered onto the Law Centre case management system to enable accurate reporting and to maximise income.
- 3.4 To comply with all Lexcel requirements as set out in the office manual.
- 3.5 To meet annual billing and other targets as required.

### **4. Data Protection**

- 4.1 To ensure adherence to Islington Law Centres Data Protection Policy and Procedures.

### **5. Other**

- 5.1 To attend and participate in Law Centre team and other meetings as requested.
- 5.2 To attend other ad hoc meetings when necessary.
- 5.3 To assist with the organisation of and participation in the Law Centres seminars and training events.
- 5.4 To attend out-of-hour meetings when necessary.
- 5.5 To undertake other tasks as directed relevant to the post.
- 5.6 To carry out the functions of the post with proper regard to ILC's Equality and Diversity Policy.
- 5.7 To always act in an ethical manner that upholds the good reputation of Islington Law Centre.