

#### Job Summary

To provide civil legal casework and a legal representation service in the law relating to housing, homelessness, disrepair and other housing related issues.

#### Responsible To:

The Housing Team Leader/Solicitor and through line management to BHT's Board of Managers.

#### Significant Working Relationships:

- a) BHT Sussex staff
- b) Courts
- c) Barrister Chambers
- d) Local Housing Authorities
- e) Relevant statutory and voluntary organisations concerned with the interests of the client, local advice agencies etc.

#### Duties / Responsibilities:

1. To give specialist legal advice and assistance on housing issues and provide representation as appropriate through Legal Aid funded services and Local Housing Authority funded services.
2. To provide advocacy on the Housing Possession Court Duty Scheme, at Lewes County Court.
3. To manage your own caseload.
4. To meet casework and billing targets.
5. To ensure case are progressed in timely way, reported, and closed to ensure regular cash flow.
6. To attend regular supervision meetings to discuss job performance, training, and personal development.
7. To actively contribute to East Sussex Advice Team meetings.
8. To comply with case management systems, administrative procedures, and quality standards, in particular the Specialist Quality Mark Standard, as set out in the 'Office Manual'. To attend appropriate training courses and maintain readership of relevant publications to maintain and develop professional expertise.
9. To be able to work across 3 offices in Eastbourne, Hastings and Brighton if required, this may involve travelling.
10. If applicable, to maintain your Solicitor's practising certificate and ensure compliance with the Solicitor Regulatory Authority requirements.
11. To develop and implement equal opportunities.
12. To undertake such other duties appropriate to the grade and character of the work as may be reasonably be required.

It is the duty and responsibility of each employee to familiarise and comply with, BHT Sussex's 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's 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 policies and procedures, including the IT Security Policy and Computer Use Policy.

Adherence to and ensure compliance with BHT Sussex's Safeguarding Policy and Procedure at all times. If, in the course of carrying out the duties of your role, you become aware of any actual or potential risk(s) to the safety or welfare of clients, these concerns must be reported to your line manager in the first instance.

Actively promote and live out BHT Sussex values of 'Inspiring Change'; 'Delivering Excellence'; 'Empowering People'; 'Being Accountable' and 'Collaboration'.

To assist with identifying and reviewing strategic risk, and to be responsible for the management of specific risks delegated to you from time to time.

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.