

POST OUTLINE

Childcare Principal Legal Officer

Grade: 8

Date created: October 2022

Updated: February 2025; September 2026

About the job:

A Childcare Principal Legal Officer within Legal Services Lincolnshire is expected to provide high quality, responsive and cost-effective legal services to our main client, Children's Services Directorate, Lincolnshire County Council.

The nature of the work is often fast paced and requires the ability to think on your feet.

The Candidate must have completed part 2/Advanced Stage of CILEX or have at least 7 years relevant experience, which includes working knowledge of public law childcare matters, specifically the Public Law Outline. The candidate will be an experienced case holder, who can evidence that they have had care and conduct of Pre-Proceedings matters.

The successful candidate will be required to be flexible, customer focused, a team player and able to apply skills innovatively and proactively. Good levels of IT ability and confidence are essential.

Specific Duties include:

- Handling a caseload of PLO/Pre-Proceedings childcare matters and to work in accordance with the Public Law Outline and the Midlands PLO Protocol with minimal supervision and professional support.
- Providing oral and written legal advice to the client department, including to Heads of Service and Assistant Director level, on all matters relating to the Authority's duties in relation to safeguarding children and regulated services.
- Drafting applications, statements and any practice direction documentation.
- Chairing PLO/Pre-Proceedings Meetings.
- Offering duty legal advisor cover for the team to offer immediate oral and written legal advice to the client department (on a rota basis).
- Playing an active role in developing and delivering supervision and training to Senior Legal Officers and Legal Officers.

Special Conditions:

- To ensure office attendance at least 2 x per week (Tuesday's being the compulsory team day).
- Ability to work flexibly and, on occasions, beyond the normal contracted hours in order to meet the business needs of the service.