



## ROLE DESCRIPTION

<b>Job Title</b>	<b>Head of Immigration (HI-04-21)</b>
<b>Location</b>	Belfast  (staff are currently working remotely in line with public health guidelines)
<b>Salary</b>	SPC points 38 - 41 PO3, points 38 – 40, £34,106 - £37,107 + 3% pension contribution, commencing at point 38
<b>Post</b>	Full-time 35 hrs per week
<b>Reports to</b>	LCNI Senior Solicitor
<b>Job Purpose</b>	The post-holder will be the lead immigration specialist at Law Centre NI (LCNI) as part of our Migration Justice Project and will lead the delivery of high quality immigration services at LCNI that fulfils LCNI's mission of using the law to change lives.
<b>Contact with</b>	Clients and public Referral agencies, statutory and voluntary organisations Northern Ireland Courts & Tribunal Service LCNI staff, volunteers, students and Management Committee LCNI Members Trade Unions & other employment bodies Legal profession Elected representatives, government departments and policy makers Media Funders and others

## MAIN DUTIES

### LEGAL

- Lead the immigration hub in all aspects of its work;
- Provide legal advice to callers to LCNI's advice line and provide specialist support in the area of immigration law;
- Initiate and conduct appropriate cases and represent LCNI clients before the tribunal and other courts, in accordance with LCNI's casework strategy; identify and pursue strategic legal issues in immigration law;

- Advise the Senior Solicitor and Director on the development of LCNI's casework strategy;
- Responsible for advice and recommendations to the Senior Solicitor and Director on all aspects of LCNI's immigration as lead immigration law expert;
- Assist other LCNI staff in their advice work/work with clients, where appropriate, with specialist advice in immigration law and other areas of law as it impacts upon migrants' experience of vulnerability in NI;
- Develop and maintain effective working relationships with other relevant stakeholders to support LCNI's immigration/migrant law work and represent LCNI to external stakeholders and organisations on immigration law, as required, acting as a lead ambassador for LCNI;
- Responsible for ensuring compliance with regulations governing legal aid and maintenance of financial records;
- Responsible for ensuring compliance by the immigration law team with the Lexcel quality standard and other professional standards.

## **ORGANISATIONAL DEVELOPMENT & MANAGEMENT**

- Lead and manage the immigration team at LCNI reporting to the Senior Solicitor and Director, as required; monitor the achievement of individual objectives and set priorities in accordance with those objectives;
- Build stakeholder confidence in LCNI through high standards of personal and professional accountability;
- Contribute positively to the Law Centre management team;
- Work with colleagues to identify immigration training needs of members and others and deliver high quality training;
- Produce and quality assure public legal information in the area of immigration law/migrant rights including briefings/legal information papers and other written material for publication;
- Support LCNI's policy work with specialist immigration law advice and guidance;
- Contribute to and participate in media interviews on immigration law issues where necessary;
- Supervise trainee solicitors, students and volunteers, as appropriate;
- Identify and progress opportunities for the development and growth of the Migration Justice Project that supports its sustainability at LCNI;
- Work collaboratively across teams and promote knowledge sharing across the organisation that supports the achievement of its overall organisational objectives;

- Ensure all immigration law advice and case recording is accurate and up to date to enable timely production of management and performance reports; produce reports to funders and contribute to funding bids;
- Role-model LCNI's values in delivering its vision and mission;
- Contribute to LCNI management and deputise for the Senior Solicitor as required.

### **PROFESSIONAL DEVELOPMENT/RESPONSIBILITIES**

- Build stakeholder confidence in LCNI through high standards of personal and professional accountability;
- Maintain and develop expertise in immigration law, continuously building reputation and recognition as NI expert;
- Identify training and professional development needs, including CPD requirements, in consultation with line manager and source appropriate support.

### **OTHER DUTIES**

- Undertake relevant administrative duties in the performance of the above;
- Attend and report to LCNI Board as required;
- Be available to work outside standard business hours on occasion in order to meet the demands of the role;
- Undertake such other duties as may be required from time to time.

**As this post may involve work with children and vulnerable adults, LCNI will offer the post subject to a satisfactory vetting report from Access NI.**

\*NOTE: this JD will be subject to review from time to time in line with the changing needs of the organisation.

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**March 2021**

## Person Specification: Head of Immigration HI-04-21

### Essential

### Desirable

<b>Qualifications, Knowledge &amp; Experience</b>	<p><b>*E1</b> A solicitor <b>OR</b> barrister</p> <p>(i) eligible to practise in Northern Ireland, or able to be eligible to practise in NI by date of appointment,</p> <p>(ii) with detailed knowledge of immigration law and</p> <p>(iii) at least 3 years' post-qualifying full-time experience (or part-time equivalent) that includes experience of representation in public or administrative law and substantial achievement in immigration law</p> <p><b>*E2</b> Experience in building effective external partnerships</p> <p><b>*E3</b> Experience in leading others with responsibility for decisions, motivating and inspiring others to deliver outcomes.</p>	<p><b>D1</b> More than 3 years' post-qualifying experience demonstrating substantial achievement in immigration law</p> <p><b>D2</b> Experience of achieving law and policy reform</p> <p><b>D3</b> Experience of strategic litigation</p> <p><b>D4</b> Experience of supervising legal staff and/or volunteers</p> <p><b>D5</b> Experience of producing training materials and delivering training</p> <p><b>D6</b> Experience of developing innovative approaches to the delivery of legal services</p> <p><b>D7</b> Experience of producing public legal information resources e.g. bulletins/briefing papers</p>
<b>Abilities &amp; Skills</b>	<p><b>*E4</b> Skilled in the conduct of immigration litigation</p> <p><b>E5</b> Confident in presenting complex information in accessible way, with excellent oral and written communication skills.</p> <p><b>E6</b> Proficient in the use of information technology such as to be administratively self-supporting</p> <p><b>E7</b> Ability to plan, prioritise and lead a team to achieve results</p>	<p><b>D8</b> Ability to identify and lead organisational development initiatives</p>

<p><b>Aptitudes/Commitment</b></p>	<p><b>*E8</b> Self-motivated with a passion for using the law to change people’s lives</p> <p><b>E9</b> Aptitude for team work that builds and maintains good internal collaborative working/interpersonal relationships</p> <p><b>E10</b> Open to self-reflection and growth</p> <p><b>E11</b> Aptitude for responding proactively to immediate challenges</p> <p><b>E12</b> Demonstrable commitment to aims of Law Centre (NI) and to on-going professional development</p>	<p><b>D9</b> Aptitude for identifying legal and policy issues for strategic development and opportunities for influence</p>
<p><b>Circumstances</b></p>	<p><b>*E13</b> Willingness to travel as required</p> <p><b>*E14</b> Current UK driving license with access to a care (note this will be waived where applicants can demonstrate suitable alternative arrangements or in response to disability needs)</p> <p><b>*E15</b> Available for occasional evening and weekend work in accordance with the requirements of the post.</p>	

Please note criteria marked \* will initially be assessed at shortlisting stage