

## JOB DESCRIPTION

Job Title: Head of Legal Services  
Directorate: Quality, Salisbury District Hospital  
Grade: Band 8b  
Accountable to: Director of Nursing (Trust's patient safety lead)

### Job Purpose & Freedom to Act

The Head of Legal Services is the solicitor who leads the Trust's legal service and is responsible for:

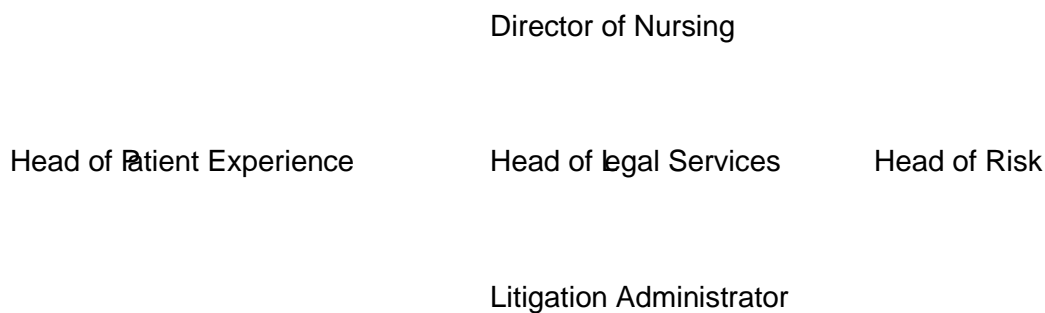
- x Expert legal representation of the Trust and its staff at Coroners' inquests, and internal

- Provides legal advice on a range of clinical and clinical issues and policies with wide organisational impact/gives advice at the highest level with servicewide impact

Scope of job: Responsible for legal budget in the context of:

- x CNST annual contribution = £6.7M (2019/20)
- x New claims per annum = 75 (2018/19)
- x Current caseload of ongoing claims = 184
- x Coroner cases (hospital related) = 1015 per annum

Organisation chart:



Communication & key relationships:

- x To provide clear advice on highly complex and/or sensitive issues in a calm and professional manner;
- x To support staff who may be upset or distressed;
- x To communicate detailed and accurate information internally and externally in formal settings, including legal submissions and training seminars;
- x To develop and maintain good and strong relationships that uphold the reputation of the service and of the Trust with key stakeholders, who include:
  - Coroners and Coroners' Officers;
  - NHS organisations;
  - NHS Resolution case managers and panel solicitors;
  - External solicitors and litigants in person
  - Courts and the Police;
  - Care Homes and Local Authorities;
  - Trust Non-Executive and Executive Board members;
  - All Trust staff, clinical and non-clinical;
  - Patients, relatives, carers and other members of the public.

Qualifications First degree and qualified solicitor/barrister admitted in England & Wales and registered with the Solicitors' Regulation Authority (SRA)/Bar Council

Experience:

- x 4+ years relevant PQE
- x working in healthcare law and litigation, for or on behalf of the NHS

Skills:

- x High level communication skills, with ability to encourage cooperation

- x To be responsible for the management of a mixed caseload of legal cases, including claims reportable to the NHS Litigation Authority, Court of Protection applications, Coroners' inquests, Judicial Reviews, and other civil court proceedings.
- x To investigate claims and assess litigation risk of potential claims;
- x To manage requests for disclosure of patient confidential information in the context of court proceedings/Police criminal investigations/Local Authority child care proceedings, working closely with the Trust's Information Governance and/or safeguarding teams;
- x To provide legal advice on a wide range of legal issues arising in the day to-day work of a busy District General Hospital;
- x To attend court hearings and strategic/procedural meetings on behalf of the Trust;
- x To be responsible for gatekeeping access to external legal advice where required, and monitoring its cost effectiveness;
- x To ensure prompt reporting of all claims reportable to the NHSLA;
- x To ensure that all key legal and court deadlines are met;
- x To be the Trust's key contact with the NHSLA;
- x To work closely with relevant clinical and Risk Management colleagues to ensure that learning from claims is identified and implemented;
- x To work closely with H&S colleagues

## Professional

- x You will understand your own emotions and recognise the impact on others.
- x You will behave in an open, honest, professional and inclusive manner, upholding personal and organisational values and acting as a role model to others.
- x If using a social networking site or other on line forum you will act responsibly at all times