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Sage
Advocacy

**Job & Person Guide
Legal Adviser**

Publication Date 31 July

At A Glance...
Ten things to know about the role



Reporting To

Senior Legal Adviser in respect of legal issues and Asst CEO for Case Management & Support in respect of casework and operational issues



Contract

This appointment is for a three-year period



Place of Work

National office & Home office. Travel and subsistence reimbursed at civil service rates.



Direct Reports

Any interns or volunteers working on issues or projects with a legal dimension.



Working Hours

Working hours, including provision for lunchbreaks, will generally average 40 per week over a four weekly period



Salary

Indicative pay scale: €50,000 - €65,000



Probationary Period

A probation period of six months will apply during which time there will be three reviews



Benefits

25 days annual leave; public holidays; plus 5% contribution to a PRSA scheme following completion of probation



Application Deadline

12pm, Friday 18 August.
recruitment@sageadvocacy.ie
Put job title in subject line



Application Requirements

Curriculum Vitae (no more than four pages) and detailed cover letter (one to two pages in length)



About Sage Advocacy

Sage Advocacy is the National Advocacy Service for Older People and is publicly funded through the HSE. It also supports vulnerable adults and healthcare patients in certain situations where no other service is able to assist.

Sage provided information, support and advocacy services to almost 5,000 people in 2022 and our work on behalf of clients is independent of family, service provider or systems interests. Our team of experienced advocates is available right across the Republic of Ireland in all settings: homes, day centres, respite facilities, congregated care settings/nursing homes, hospitals, hostels, hospices and in the process of transition between them.

Our services are free of charge and confidential. Sage Advocacy ensures that a person's voice is heard, that their wishes are taken into account and that they are assisted, in whatever ways necessary, to be involved in decisions that affect them.

The motto of Sage Advocacy is **'Nothing about you / without you'**. Sage Advocacy's approach is to collaborate where possible and to challenge where necessary. It has a strong focus on achieving social impact by identifying and addressing underlying systemic issues raised through individual case work. Responsibility for the overall development and governance of the service rests with the Board of Trustees of Sage Advocacy clg | CRO #610824 | RCN #20162221 | CHY #22308.

Recruitment for this role is part of the next phase of development of Sage Advocacy's services in the context of the commencement of the Assisted Decision Making (Capacity) Acts and the establishment of the Decision Support Service, planned legislation on adult safeguarding and protection of liberties in places of care, the strengthening of support and advocacy services for survivors of institutional abuse and the emergence of Regional Health Authorities, as proposed by Sláintecare.

Working With Us

Purpose of the Post

The primary purpose of the Legal Adviser is:

- **To provide legal advice to staff and volunteers of Sage Advocacy in relation to more complex case work which has, or might have, the potential to develop a legal dimension. The Legal Adviser will, when appropriate and necessary, meet directly with clients and / or their families in support of another Sage Advocacy staff member.**

Reporting Relationship

Reports to: Senior Legal Adviser (In House Solicitor) in respect of legal issues and Asst CEO for Case Management & Support in respect of casework and operational issues.

Direct Reports: Any interns or volunteers working on issues or projects with a legal dimension.

Key Relationships: Regional Managers, Regional Advocates, Regional Leads for survivors of institutional abuse, Case Management Group, Manager of Information & Support Service, Sage Advocacy's appointed firm of solicitors and legal experts providing specialist advice on a pro bono basis as well as stakeholder organisations such as HSE, Courts Service, Legal Aid Board, Irish Human Rights & Equality Commission, Dept of Health & Dept of Justice.



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Legal Adviser

Principal Duties and Responsibilities ADVICE, POLICY & PRACTICE

- Providing legal advice to staff and volunteers of Sage Advocacy in relation to more complex case work which has, or might have, the potential to develop a legal dimension with a particular focus on the needs of survivors of institutional abuse. The Legal Adviser will, when appropriate and necessary, meet directly with clients and / or their families in support of another Sage Advocacy staff member.
- Identifying and addressing issues with a legal dimension of a systemic nature.
- Participating, where requested, in the work of standing committees of the Board and assisting with the preparation of policies and practice guidelines.
- Preparing comments and recommendations with regard to legislation and regulations for the information of the Board and Committees and for submissions to interested parties, stakeholders, national and international bodies.
- Developing good working relationships with legal professionals in funding and stakeholder organisations and ensuring that they develop a good understanding of the policies and practice of Sage Advocacy and of all legislation broadly related to the work of Sage Advocacy.
- Providing inputs into public awareness, education and training events organised through Sage Advocacy or at the invitation of interested parties.
- Assisting with group training sessions with staff on specific relevant topics and with sharing information resources to the national team.
- Attending stakeholder engagement meetings relevant to legal components of Sage Advocacy's work.
- Protecting the professional integrity and reputation of Sage Advocacy.
- Other duties as assigned by the Senior Legal Adviser and / or the Asst CEO Case Management & Support.

CASEWORK

- Providing advice, guidance and support to the Regional Managers, Regional Advocates and regional Leads for survivors of institutional abuse regarding complex advocacy casework.
- Providing support to the Case Management Group through participation as required and follow up on issues arising from its work.
- Providing support with correspondence to external solicitors / relevant stakeholders if and as required
- Engaging directly with client solicitors as appropriate.

RESOURCE DEVELOPMENT & MANAGEMENT

- Supporting Regional Managers, Regional Advocates and Regional Leads for survivors of institutional abuse in identifying, recruiting, orienting and managing regionally based Sage Representatives with relevant legal skills and experience.
- Monitoring developments generally at regional and national levels with a view to anticipating challenges or problems.
- Using ICT as efficiently as possible to capture and support all aspects of the business.

OTHER REQUIREMENTS RELEVANT TO THE POST

- Successful candidates will be expected to travel and participate in meetings with client groups, support groups, Sage Advocacy Regional Teams, stakeholder organisations and service providers and engage with clients, family members and health and social care staff where necessary.



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Legal Adviser

Skills, Competencies, Attributes and Knowledge

KNOWLEDGE

The Legal Adviser should have:

- A degree in law and experience as a lawyer or advocate.
- A practising certificate with the Law Society or the capacity to have a certificate within a reasonable timeframe.
- Relevant work experience, preferably in a legal or NGO environment.
- A strong work ethic and a willingness to 'go the extra mile'.
- Proven ability to form and maintain diverse strategic relationships.
- An excellent understanding of the policy and legal frameworks within which Sage Advocacy operates with a well developed knowledge of Assisted Decision Making (Capacity) legislation, protection of liberties in places of care, institutional abuse and redress issues, access to justice issues, public interest law and the human rights of vulnerable adults and older people.
- Understanding of the particular challenges faced by survivors of institutional abuse.
- Considerable understanding of consent and decision-making processes and approaches, complaints and review systems, enquiry and coronial procedures.
- An excellent understanding of the systems of health and social care governance and provision, how to access health and social care services and the options that are generally available to people such as Nursing home Support Scheme, Free Legal Aid, Enduring Power of Attorney, Advance Healthcare Directives and all informal and formal decision support arrangements.
- Good ICT skills and know how to deploy and use technology effectively, be able to maintain records and use a Salesforce CRM system.

COMMUNICATION

- The Legal Adviser should have excellent communication and inter-personal skills, including organising and networking and be able to communicate well with a wide range of people and professions on the phone, via radio and TV and through presentations. S/he should be able to give clear general information to all stakeholders as necessary.
- The Legal Adviser should be able to chair or facilitate group meetings including meetings which may be extremely challenging.

DEVELOPMENT

The Legal Adviser should:

- be able to guide the identification of suitable volunteers with legal skills who might assist the work of Sage Advocacy in every HSE RHA.
- be able to offer expert guidance to Sage Advocacy Representatives and ensure that cases and issues are escalated and informed by expert input when necessary.

RELATIONSHIPS

The Legal Adviser should:

- be able to form relationships with clients and family members and elicit their trust including vulnerable adults, older people, survivors of institutional abuse, healthcare patients, distressed or bereaved relatives and with people whose behaviours they may find challenging.
- be able to develop and maintain good relations with senior figures in the health and social care services and in the wider framework of public service provision particularly those providing legal advice or services.

PROMOTION OF THE SERVICE AND CAPACITY-BUILDING

The Legal Adviser should:

- be able to lead and / or participate in meetings of professionals and the public with regard to issues related to the general work of Sage Advocacy and those of a specific legal character which relate to survivors of institutional abuse.
- be able to lead and / or participate in education and training events for staff, volunteers, professionals and members of the public.
- should be able to identify and engage local and national experts who may be of assistance to Sage Advocacy and its clients, e.g. clinical, social care, legal, policing, complaints, mediation and dispute resolution experts.
- should be able to liaise regularly with key stakeholders to help keep advocacy 'on their radar' and to help identify potential advocacy needs.



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Sage Advocacy staff are expected to:



Be approachable, friendly and easy to talk to; non-judgemental; sensitive to others; involving and inclusive



Be respectful of people, their privacy and of their relationships with family members/social networks



Be self-aware and assured without being arrogant or egotistic



Value individual autonomy, self-determination and personal empowerment



Be proactive and willing to take initiative regarding raising advocacy awareness among health and social care services personnel



Be vigilant, attentive to instances of poor quality and standards and the status of vulnerable adults, older people and healthcare patients



Be open to self-review, to receiving feedback and accepting support, supervision and mentoring



Be independent and free from any conflicts of interest



Be compassionate as well as passionate about enabling vulnerable adults, older people and healthcare patients to have their voice heard



Be curious, creative and innovative and flexible, open to exploring different ways of doing things and problem solving while understanding the wider context and possible implications of different approaches



Be resilient and able to handle challenging people and situations including those involving people who have experienced considerable trauma in early life, have been suddenly bereaved or are experiencing complex grieving and people who are survivors of institutional abuse.



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Legal Adviser



Terms and Conditions of Employment

This appointment is for a three year period. A six months probationary period will apply with performance reviews every two months within the probation period. Support and mentoring will be provided thereafter to complement ongoing performance reviews.

The salary range is €50,000 - €65,000 p.a. with a 5% contribution to a PRSA scheme following successful completion of probation. Annual leave is 25 days. Sage Advocacy will pay the annual costs of a practising certificate with the Law Society.

Key Dates & Requirements



Application Deadline

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Application Requirements

Curriculum Vitae (no more than four pages) and detailed cover letter (one to two pages in length)



Interview/Shortlisting

Initial interviews will be online during the week starting 28 August

DATA PROTECTION AND PRIVACY

● Sage Advocacy's full Data Protection and Privacy Statement can be viewed online at www.sageadvocacy.ie/data-protection-privacy-statement.

MORE INFORMATION

● You can contact Sage Advocacy at 24-26 Upper Ormond Quay, Dublin D07 DAV9 info@sageadvocacy.ie | 01-5367330

If you have a query about a specific issue relating to this job please email recruitment@sageadvocacy.ie with your email and mobile details and we will do our best to respond to you as quickly as possible.