

JOB DESCRIPTION

JOB TITLE	Legal Assistant
GRADE	Band F
REPORTING TO	Principal Lawyer
JD REF	CSUP0050G

PURPOSE

To assist with the day-to-day legal work and advice in relation to Safeguarding, Education, Litigation and Governance, Property and Planning or Contracts and Commercial to the Council and its client bodies, services and functions. These include legal, procedural and business services and advice will be given to:

- Support the proper exercise of the Council's functions and powers; and
- Protect and further the interests and objectives of the Council in the most effective and efficient manner available.

MAIN DUTIES AND RESPONSIBILITIES

1. To assist with the day-to-day legal work associated with the provision of legal advice and services in relation to the area(s) of legal practice assigned to the Council's Members, officers and external bodies, including (as directed):

- To assist with the drafting and preparation of legal documents, statements and pleadings as directed.
- Undertaking case work to include liaising with experts/other agencies, seeking disclosure of information,
- To assist with the preparation and conduct of litigation cases in the High Court, County Court, Magistrates Court and Tribunals and statutory appeals and inquiries as directed, including instructing counsel, external solicitors and experts and corresponding with the court and all parties .
- To attend Court and Tribunal hearings and statutory appeals and inquiries to assist and support the barrister/solicitor representing the Council and liaise with the client department and other witnesses.
- Ensure effective liaison with other agencies, including, in particular, Health, Police, Probation, Courts and private practice solicitors with a view to securing co-operation in preparation of cases for Court.

2. Carry out all work using the Legal Services' Case Management system, to time record, work and adopt modern working practices and make use of technologies provided by the Department.
3. Ensure compliance with the Law and Governance Directorate's and the Team Business Plan(s), the Legal Services' Practice Manual and quality assurance requirements.
4. Contribute to the effective working relationships within the Law and Governance Directorate and between Legal Services and client departments, external solicitors, counsel, public agencies and members of the public.

ESSENTIAL CRITERIA

Qualifications:

- Working towards Associate Membership of the Chartered Institute of Legal Executives status or relevant experience.

Knowledge & Skills:

- An understanding of local government legislation and guidance relevant to role and awareness of current local government issues.
- Effective written and verbal presentation skills – able to convey information to a range of audiences, including non specialist, in a clear and concise manner.
- Tact, diplomacy, empathy and political awareness.
- Good communication, interpersonal and listening skills.
- Problem solving and research skills.
- Able to prioritise varying workloads to tight deadlines and deal with high volumes of work whilst maintaining a high-quality service.
- IT Literate and able to effectively maintain manual and computerised administrative systems.
- Commitment to consistently delivering high standards of customer care
- Flexible and co-operative attitude to work.
- Understand need for political sensitivity and confidentiality.
- Commitment to obtaining, and maintaining, up to date knowledge of legislation, case law, regulation and best practice relevant to role.

Experience:

- Experience of effective legal research.

DESIRABLE CRITERIA

Qualifications:

- Member of the Chartered Institute of Legal Executives or equivalent legal qualifications.

Knowledge & Skills:

- Knowledge and experience of working in local government.



Experience:

- Experience of working in a legal office.
- Experience of working in a political environment.
- Experience of dealing with relevant areas of law.

ADDITIONAL INFORMATION:

- Be able to travel within and around the Borough using public or private transport and work from various locations.
- This post requires a combination of home and office work – hybrid working applicable.

DATE OF APPROVAL: 19/04/2023

APPROVED BY: VICKI SHAW (HEAD OF LEGAL SERVICES)

