

Job Details

Job Title: **PARALEGAL**

Post Number: POST000395

Directorate: Resources

Section: Law and Governance

Post Grade: Tier: 4, Grade: D

Responsible to: Legal Services Manager

Responsible for: N/A

Job Purpose

- Support the Solicitors in the legal team with all matters including preparing legal documents, including legal bundles.
 - Assisting with the preparation of legal documentation to enable land and property sales, tenancy agreements and leases to be entered into and to resolve land ownership, boundary and rights of way enquiries.
 - Researching law and assisting with advising officers.
 - Support debt recovery.
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Main Responsibilities

- Assist the Solicitors in the Legal Service team with various property transactions including registration of title at the Land Registry at HM Land Registry.
- Register notices, cautions etc. when appropriate at HM Land Registry to protect the Council's interests in land.
- Ensure Assets of Community Value are registered at the Land Registry where required and ensure the restrictions are removed where necessary.
- Managing own caseload relating to simple property transactions such as deed of covenants, licences and wayleave agreements under supervision.

- Give advice to client departments about land and property ownership, boundary responsibilities and rights of way issues.
 - Ensuring end of year lease information is provided to the finance department.
 - Perform pre-contract land searches to ensure that final contracts are secure from legal challenge.
 - Carrying out legal research to assist with advising officers in all departments.
 - Perform general administrative duties, such as filing, typing of letters and dealing with post completion of various matters.
 - Assisting Solicitors to prepare for court, including preparing Court bundles and liaising with the courts on various matters.
 - Undertake property and land ownership searches at HM Land Registry and return results to client departments.
 - Assist with reviewing and giving advice to client departments on various agreements and contracts.
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Decision making

- Deciding when to issue debt claims at court.
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Financial Responsibilities

- Ensure money generated by land sales and legal fees for various transactions are received by the Council.
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Key Contacts / Relationships

- The Council's Estates Officer, other officers and Members.
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STANDARD CLAUSES

Health and Safety

You will take reasonable care for your health and safety and have regard to other persons who may be affected by the performance of your duties in accordance with the provisions of Health and Safety legislation, Erewash Borough Council's Corporate Health and Safety Policy Statement, associated protocols and health and safety management systems.

You will exercise proper care in handling, operating and safeguarding any equipment, vehicle or appliance provided, used or issued by the Council or provided or issued by a third party for individual or collective use in the performance of your duties.

Equality and Diversity

You will uphold Erewash Borough Council's Equality and Diversity policies and practices in accordance with the Council's policy and Equality Scheme. Erewash Borough Council will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a disabled employee.

Training

You will keep under review your own training and developmental needs and keep yourself informed of current issues and be alert to Erewash Borough Council's and other relevant bodies training programmes and policies. You will be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by your own training needs and the needs of the service.

Performance Management

You will ensure compliance with the Council's employee performance standards and take the appropriate action to address issues that may arise. You will comply with the Council's Data Quality Policy to ensure that all Council information you are responsible for is accurate, complete, up to date and fit for purpose.

Confidentiality

You will comply with and/or ensure compliance with the Council's Data Protection Policies and the Data Protection Act and other relevant legislation. You will ensure that confidentiality is respected and maintained at all times. Where appropriate you will work with computers, new technology and associated systems as required and support staff in its use. You will comply with the regulations as set out in the Council's ICT Information Security Policy.

Customer Care

You will promote and deliver fair and high quality customer care services that are sensitive and responsive to customers and in accordance with Erewash Borough Council's Customer Care and Equality Policies.

Environmental

Erewash Borough Council is committed to protecting the environment and reducing its carbon emissions. It is therefore the responsibility of all employees to minimise their impact on the environment whilst working for the Council.

Safeguarding Children and Vulnerable Adults

All employees and Councillors have a duty of care for the safeguarding of children and vulnerable adults. Any concerns about the behaviour of a member of staff or service users must be reported immediately, in confidence, to a Safeguarding Lead. Posts working directly with children and/or vulnerable adults will be designated to require a Disclosure and Barring Service (DBS) check before appointment and a recheck every 3 years.

Other Duties

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post. Any changes which are of a permanent nature will, following consultation with you, be included in the job description in specific terms and will be formally issued to you.

Produced by: **Head of Law and Governance**

Date: **23 December 2022**

Version: **1.0**

Declaration

I understand and accept the job duties and responsibilities contained in this job description.

Signed..... Dated.....

PERSON SPECIFICATION

Job Title: PARALEGAL

Post Number: POST000395

EXPERIENCE

Essential Criteria

- Experience in research-based tasks. A,I,T
- Experience at working to deadlines. A,I

Desirable Criteria

- Previous experience of working in local government. A
 - Experience of advising on property related issues including boundary responsibilities, rights of way, security of tenure and adverse possession. A,I
 - Experience of drafting statements of claim and witness statements in civil proceedings for the possession of land. A,I
 - Experience assisting members of a legal department with regards to a range of legal matters. A,I
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QUALIFICATIONS

Essential Criteria

- `A` Level (grade A to E) or equivalent qualification or relevant work experience in a legal setting A,I,D

Desirable Criteria

- Degree qualification. A,I,D
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SKILLS & KNOWLEDGE

Essential Criteria

- Ability to use IT systems. A,I
- Ability to convey information clearly and concisely in writing and face-to-face. A,I
- Excellent drafting skills and a keen eye for detail. A,I
- Able to demonstrate a structured and methodical approach to managing tasks and ensure that work deadlines are met. A,I
- Ability to communicate effectively both orally and in writing. A,I

Desirable Criteria

- Knowledge of land law and practice including Land Registry practice and procedure. A,I
 - Knowledge of the Civil Procedure Rules and practice. A,I
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OTHER REQUIREMENTS

Essential Criteria

- N/A

Desirable Criteria

- A full driving licence and access to a motor vehicle for travelling between Council offices and other locations as required. D
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ASSESSMENT KEY:

A Application | I Interview | T Test | D Documentation

Version: 1.0 – 24 July 2025