

Harlow Council Job Description

Job Title: Legal Administration Officer

Post Number: LP0100X

Grade: 7

Date: July 2026

Directorate: Legal and Democratic Services

Location: Civic Centre

Responsible to: Legal Practice Manager

Job Purpose:

To support the Legal Service through the provision of general and specialised activities across all areas of the Service.

- 1.0** To assist with various items of legal work as required
- 2.0** To provide administrative support for Legal fee-earners
- 3.0** To deal with issues arising out of the computer systems used within the team
- 4.0** To assist with the processes required by LEXCEL accreditation
- 5.0** To provide support on FOI and DPA enquiries for the Council
- 6.0** Other duties appropriate to the role
- 7.0** Statement of Health and Safety

Breakdown of tasks:

1.0 To assist with various items of legal work as required.

- 1.1** Acknowledge instructions for new matters and liaise with client for any additional material needed.
- 1.2** Open and prepare all case files and retrieve all documents as required.
- 1.3** Process new matters [where appropriate] up to the point where legally qualified input is required.
- 1.4** Draft and prepare documents and letters as required for legally qualified officer approval.
- 1.5** Undertake legal research as required.
- 1.6** Attend and assist with Court appearances as required.
- 1.7** Assist with preparation of Court documents, Court Bundles and Indexes.
- 1.8** Ensure disbursements and legal costs are charged to correct code/department.
- 1.9** Make preliminary arrangements where necessary for booking Counsel.
- 1.10** Keep Court and office diaries updated and reviewed and use to prioritise office work.

2.0 To provide administrative support for Legal fee-earners.

- 2.1 Collect, sort and log all Royal Mail/Internal post and deliver all outgoing post daily.
- 2.2 Process all land registry information requests.
- 2.3 Undertake photocopying, scanning and filing as required.
- 2.4 Ensure that invoices are recorded and processed promptly and passed to appropriate authorising officer for authority to pay.
- 2.5 Ensure all income is recorded and processed accurately in accordance with Financial Regulations and procedures set out in the Office Manual.
- 2.6 Ensure complete and accurate records are kept of all credit card payments and that appropriate level of authorisation is obtained for each use.
- 2.7 Ensure legal files are opened, maintained, closed and stored appropriately.
- 2.8 Ensure prompt retrieval of deeds, accurate maintenance of deeds registers and prompt return of deeds to safe storage.
- 2.9 Carry out regular stock check of stationery supplies, and order as required.
- 2.10 Maintain library of service magazines and newsletters.
- 2.11 Prioritise requests contained in work baskets daily and carry out all appropriate admin work requested in a timely manner.

3.0 To deal with issues arising out of the computer systems used within the team.

- 3.1 Co-ordinate information on Visual files problems, be responsible for reporting to ICT/ECC as appropriate and relaying responses to other users as required.
- 3.2 Take responsibility for development, maintenance and recording of IT based legal precedent files and documents.
- 3.3 Liaise with ICT for solutions and systems.
- 3.4 Liaise with fee-earners over efficient use of systems.

4.0 To assist with the processes required by Lexcel accreditation.

- 4.1 Provide information on all measured activities as required.
- 4.2 Conduct file reviews and keep a central register of all reviews undertaken.
- 4.3 Assist with timely file management by fee-earners, encouraging them to open, close and destroy files appropriately.
- 4.4 Send out Client satisfaction questionnaires and keep a central register of all responses.
- 4.5 Ensure files are LEXCEL compliant by means of file reviews and on closure and report any recurring problems directly to Legal Services Manager.
- 4.6 Ensure all LEXCEL registers are updated regularly.

5.0 To provide support on FOI and DPA enquiries for the Council

- 5.1** To monitor FOI inbox and forward requests received to be logged by Contact Harlow.
- 5.2** To acknowledge and respond to appropriate FOI requests.
- 5.3** To collate information for responses from other departments.
- 5.4** To collate responses under the Data Protection Act – Subject Access Responses.

6.0 Other duties appropriate to the role.

- 6.1** Assist Legal Practice Manager as required in a support role.
- 6.2** To undertake other duties commensurate with the grade, skills, knowledge and experience of the post holder.
- 6.3** All employees are expected to show a commitment to safeguarding children, young people and adults with care and support needs.
- 6.4** All employees are expected to have regard and operate within the Council's commitment to equality and diversity and customer care.
- 6.5** All employees are expected to adhere to requirements of GDPR (General Data Protection Regulation) and The Data Protection Act 2018 and comply with measures to protect the confidentiality of information in accordance with Council policies and procedures.
- 6.6** All employees are expected to familiarise themselves with and adhere to all relevant Council Policies and Procedures.
- 6.7** This job description is not intended to be an exhaustive list but to indicate the main responsibilities of the post. It will be reviewed periodically to take into account changes and developments in service requirements.

7.0 Statement of Health and Safety.

- 7.1** Harlow Council is committed to the provision of high quality health and safety standards. In order to achieve this all staff employed by the Council have the following specific responsibilities, which are consistent with the requirements of the Health & Safety at Work etc. Act 1974.
- 7.2**
 - To take reasonable care for the health and safety of yourself and of other persons who may be affected by what you do or fail to do.
 - To co-operate with Harlow Council in order to enable statutory requirements to be implemented.
 - Not to intentionally interfere with or misuse anything provided in the interests of health and safety.