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# Oxford City Council

**Building a world class city for everyone**

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OXFORD CITY COUNCIL

## Career Opportunity

### Role information

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| **Job Title** | **Paralegal (Litigation, Regulatory & Planning)** |
| **iTrent Ref No.** | **002922** |
| **Position Type** | **Permanent** |
| **Hours** | **37** |
| **Grade and Salary** | **G6: £38,275 per annum full time (pro rata for part time)** |
| **Location** | **Hybrid - Oxford area and Work from home** |
| **What hybrid looks like in this role** | **Working from home with the flexibility and ability to attend court, meetings, team events, and in-person appointments in Oxford on a semi-regular basis.** |
| **Service Area** | **Law, Governance and Strategy** |
| **Responsible to** | **Team Leader (Litigation, Regulatory & Planning)** |
| **Responsible for** | **None** |
| **Assets** | **None** |
| **Budget** | **None** |
| **Rehabilitation of Offenders Act 1974** | **Not Exempt** |
| **Candidate Screening** | **Not required** |
| **Driving Licence** | **Not required** |
| **Political Restriction** | **This post is not politically sensitive** |

### The Role

We are looking for an enthusiastic and experienced Paralegal to join our well respected in-house Local Authority Legal Team. The successful candidate will be someone that can provide legal assistance in aspects of work relating to litigation, regulatory and planning matters.

The ideal candidate will have experience as a legal assistant or paralegal and able to demonstrate their ability to handle a variety of work with minimum supervision working to required timescales. As well as having the technical ability they will be confident, professional, and an effective communicator who can deliver on time to all stakeholders including senior officers and elected members as required.

They will also be a proactive team player, flexible in approach and willing to get involved in all areas of the Service's work and to play a prominent role in helping the Service to develop and improve.

If this role appeals to you and you are highly organised, self-motivated with a commitment to excellent customer service, we would like to hear from you.

For an informal discussion about the post please contact Emma Griffith's on egriffiths@oxford.gov.uk

## About us

Our ambitious leadership team and dedicated staff are working hard building a world class city for everyone. Oxford City Council has accelerated plans to build more affordable and council housing in the city. We provide services to help reduce inequality and improve the health and wellbeing of Oxford's residents and are taking a lead on reducing emissions and increasing biodiversity to become a net carbon neutral city of the future.

We are a supportive and collaborative bunch of people working towards shared goals, where new ideas and initiatives are valued. We strive to deliver service excellence, take accountability for our actions and communicate with honestly and respect. There has never been a more exciting time to join us! Help us to build successful places in which to live and work and build a fairer, greener city in which everyone can thrive.

We offer generous holiday of 29 days a year with an additional 4 days after 5 years' service and an excellent range of benefits including the Local Government Pension Scheme, payment of professional fees and subscriptions, Personal accident insurance, Travel loans, Travel to Work Discount Scheme, Eye care, Gym membership, Cycle to Work Scheme, Staff Offers Discount Scheme, an Employee Assistance Programme and discounts for Oxford attractions. You can find out more in our Candidate Pack.

In addition, we are committed to supporting career development opportunities and learning and development.

## Role purpose

- To assist the Senior Lawyer (Planning) in the delivery of legal services to client departments.
- Supporting the Litigation, Regulatory & Planning Team with legal and administrative support as required.
- To conduct and be responsible for routine casework in the teams' areas of specialism as is appropriate to the grade (under supervision). This will require involvement with Officers and Members of the Council from time to time.

- Mange and conduct routine cases under supervision including:
    - S106 agreements were small numbers of non-complex obligations
    - S106 unilateral undertakings

- Assist fee earners with tasks such as:
    - Legal research
    - Complex S106 agreements
    - Planning enforcement matters
    - Assisting with advice in relation to a range of planning matters such as certificates of lawful use, policy application and committee reports
- Preparation of bundles for planning Judicial Reviews, planning appeals & inquiries, and Counsel.
- Instructing Counsel and supporting the relationship with the client department.

## Role responsibilities and main duties

- To assist the Litigation, Regulatory & Planning Team with responding to any freedom of information, environmental information regulations or subject access requests relating to the Legal Service.

- To maintain and keep up to date all records as required by Legal Services and the Council.

- To use the legal case management system and IDOX as required by the role.
- To carry out all work in accordance with the legal services' quality and performance standards.
- To deal with correspondence, telephone enquiries, key dates and diary management relating to the work undertaken in a professional, sensitive and confidential manner.
- To develop and maintain positive relationships with colleagues, stakeholders and communities to ensure the council and the directorate strategic priorities are effectively implemented.
- To provide other general assistance across Legal Services commensurate to grade if and when required in order to support service delivery.

**Generic Responsibilities**

- To provide the service in accordance with the Council's Vision, Corporate Plan and Service Transformation Plans
- To demonstrate and promote ethical behaviour appropriate to that which would be expected by our customers
- To work in compliance with the Codes, Regulations and Policies of the Council and the Solicitors Regulatory Authority.
- To work in compliance with the Data Protection Act, the Human Rights Act, the Regulation of Investigatory Powers Act and any related guidance.
- Exercise proper and absolute integrity in respect of all confidential matters and the confidentiality of personal and sensitive information.

## Who we are looking for

Candidates will be shortlisted on the basis of demonstrating that they fulfil the following criteria that is listed to be 'Assessed at: Application' on their application form and should include clear examples of how they meet these criteria.

Each of the criteria below will be measured through, the application form, interview, test/exercise or documentation (eg a qualification document).

| Essential Criteria | Assessment stage |
|---|---|
| Educated to degree level or equivalent standard | Application |
| Experience of providing legal support and assistance at a level appropriate to the post e.g. as a Legal Assistant or Paralegal, in either a private or public body setting. | Application; interview; test |
| Ability to deal effectively with a variety of legal issues relevant to the post | Application; interview |
| Excellent written and oral communication skills | Application; interview |
| Demonstrate legal research application and output | Application; interview |
| Demonstrate understanding and commitment to data management and confidentiality | Application; interview |
| Experience of handling a wide range of activities and tasks with minimum supervision, whilst working to varied priorities. | Application; interview |
| Ability to gain the trust and confidence of clients and develop and maintain excellent working relationships | Application; interview |

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| Experience of team and collaborative working in order to meet service delivery requirements | Application; interview |
| A high level of ICT skills including use of data management systems and the ability to undertake online legal research | Application; interview |
| Experience of managing own workload under supervision | Application; interview |

| Desirable Criteria | Assessment stage |
|---|---|
| Previous experience working in a local authority | Application |
| Previous experience of local authority planning regulations | Application |

## Notes to applicants

In addition to the above criteria, Oxford City Council has developed and embedded a suite of values and behaviours. Full details of these can be found on our web page, under Working for Us. Please familiarise yourself with these values and behaviours. If you are invited for interview, you will be asked questions based on them. More information about working for the Council, our values and vision, is available on our website.

## How to apply

Applications should be made via our online application system (no CVs please).

For further information and how to apply online, please visit www.oxford.gov.uk

If you are unable to access our website, please call 01865 252848.
**Note:** For roles that require a DBS Certificate (Enhanced and or Barred List check), candidates are required to supply their complete work history.
You will be notified of the outcome of your application either way. If you are selected for interview, you will be informed whether the interviews will be online or in-person. Please note, for hybrid roles the successful applicant will be expected to work from home. You should ensure that you have reliable and secure Wi-Fi access; a suitable workspace and are prepared to undertake distance learning and training.

**Closing Date:** **03 January 2027**

Late applications will not be processed

**Interview Date(s):** **08 February 2027**

### We are an equal opportunity employer:

We are striving to become a more inclusive employer and to represent the communities that we support. We have policies in place to ensure that every applicant and employee can flourish and succeed. Currently we are underrepresented in some areas and would particularly welcome applicants from ethnic and minority communities. All applicants will be given fair consideration for work and will not receive less favourable treatment on the grounds of any protected characteristic.

### Our commitment to Safeguarding:

Oxford City Council is committed to safeguarding and promoting the welfare of children, young people and adults at risk and requires all staff and volunteers to demonstrate this commitment in

every aspect of their work.







