



JOB DESCRIPTION (JD) AND EMPLOYEE SPECIFICATION (ES)

Standard Template

JOB TITLE:	Legal Assistant		
GRADE:	G5	SERVICE AREA:	Legal & Democratic Services
JOB CODE:	RT11LEGAG5		
REPORTS TO:	Head of Law (Contentious)	LOCATION:	Council House
SPECIAL CONDITIONS:	May require attendance at evening and other out of hours' meetings. The post holder will be required to meet tight court deadlines and issue proceedings out of normal office hours.		

1. Main purpose of the job role:

- To manage their own caseload, of straightforward legal work relating to social care and general litigation.
- To be part of a team that provides a high quality legal support function.
- To support the Head of Law (contentious) and the other colleagues as necessary in ensuring that a professional legal service is provided to the Council.

2. Role specific duties and accountabilities:

- Working within a team whilst requiring limited support or supervision.
- Giving advice and providing limited representation in the area of work allocated.
- Prioritising a routine and standard workload.
- Resolving a range of legal problems limited to the area of work and level of post.
- Demonstrating knowledge of frameworks related to local government and court requirements and procedures.
- To carry out research into legal matters and court procedures and to give advice and support to colleagues at a level appropriate to the post holder.
- To proactively support clients and other members of the Legal Services team in areas of work which have a legal dimension.
- To coordinate and progress a workload of routine and standard matters.
- To keep relevant stakeholders informed of the progress of each case.
- To undertake the research, compilation and briefing/presentation process in relation to cases.

- Liaising with officers of the courts, solicitors, barristers and their staff, and members of the public in respect of appropriate cases.
- In providing routine and standard legal advice and carry out necessary preparation, research, and application of problem solving methods, in managing workload, ensuring confidentiality of sensitive information.
- To manage time effectively and prioritise workloads and demands of the Service.
- To provide cover for colleagues in work of a similar nature or within the job holders competence.
- Assist in the production of financial and non-financial performance indicators for the team and client departments.
- The post holder is responsible for his/her own self development on a continuous basis and as such will be expected to undertake suitable training.
- To maintain an up-to-date knowledge of the law in relevant areas most commonly encountered and areas specific to the departments supported;
- To work constructively with the Head of Law to identify strengths and agree such action in relation to development needs.
- To build positive working relationships with staff within the Legal Services Department.
- To proactively develop and maintain IT skills needed to work most effectively.
- To share information with colleagues on an informal and formal basis, thereby contributing to the development of the team and its members.
- To contribute to the Legal Services Department's continued achievement of quality standards where required.
- To ensure that output and quality of work is good and accords, where appropriate, with current regulations/legislation/court practice.
- To seek continually improve standards and systems in use within the team, particularly in relation to how these impact on the post.
- To participate positively in the implementation of new working methods and practices as required.
- To evaluate own working processes and identify effective and improved working methods.

3. Corporate duties and accountabilities:

- The post holder will comply with and promote the Council's Health, Wellbeing and Safety at Work policies and ensure these are implemented effectively within his/her areas of responsibility.

- Through personal commitment and clear action, the postholder will promote the Council's employment policies, with particular reference to diversity, equality of access and treatment in employment, service delivery and community involvement. To support/develop a working culture within these services that reflects the corporate vision.
- Ensure that the services provided aligned to the Council strategy, vision, aims, objectives, priorities and continuous improvement programme and play their part in achieving these. This includes compliance with Standing Orders, Financial Regulations, Code of Conduct and the Councils Policies and Procedures.
- This job description sets out a summary of the duties and accountabilities of the role. It is not intended to be exhaustive.
- This post is covered by the Government's Code of Practice on the English Language Fluency Duty for public Sector Workers.



JOB TITLE Legal Assistant	GRADE G5	
Using the Job Description consider what essential behaviours, abilities and knowledge are required by a person to perform each of the main activities and accountabilities of the job safely and effectively.	Indicate when Assessment is possible: at Application form=A interview=I both=A/I test = T	WEIGHT CODE shows relative importance Low=1 Medium=2 High=3
Behaviours: refer to corporate behaviours document		
Professionalism - Actively seek ways to prevent over-complication or confusion of service delivery through innovation, being open to change and the removal of barriers including challenging negative behaviours.		3
Leadership - Leads by example, optimising those resources allocated, Communicates clearly taking account and welcoming feedback. Takes a positive and resilient approach to change understanding the longer-term vision of the Council and/or service areas.	Not Applicable	
Accountability - Adopt a 'can do' attitude in the work that I deliver taking accountability for my own performance and development and responsibility for my actions and decisions. I will demonstrate inclusivity and promote the values of diversity and equality.		3
Transparency - Work with others to reach a common goal; sharing information, supporting colleagues and searching out expertise and solutions from relevant partners and/or communities we serve.		3
Ethical - Aware of own impact on others through valuing openness, treating everyone with respect and listening carefully to understand the views of others in order to build trust.		3
Abilities/Skills: (refer to JE guidance document)		
Ability to work with minimal supervision as part of a results oriented team	I	3
Able to articulate with people at all levels	I	3
Ability to adapt quickly to new situations and working methods	A/I	3
Ability to work flexibly as part of a team	I	3
Ability to build and maintain influential working relationships with key stakeholders	I	3
Ability to think flexibly and analyse relatively complex legal matters	I	3
Ability to formulate and present concise oral and written arguments or reports	I	3
Able to prioritise workloads and manage own time effectively	I	3
Personal integrity	I	3
An awareness of, and commitment to, equality of opportunity	I	3
The ability to communicate verbally with customers and provide advice and/or information in accurate spoken English is essential for the post.	I	3

Knowledge/Experience: specify type, level and qualitative (not quantitative required); if any.				
Experience of family/childcare law			A/I	3
Good generalist knowledge and understanding of the relevant area(s) of law			A	
Contemporary knowledge of current issues facing Local Government			A/I	3
Experience of adhering to court procedure			A/I	3
Experience of working in an environment that had a performance management ethic, e.g. Lexcel			I	3
Qualification: Specify any qualifications that are a minimum requirement, please include any equivalent qualifications that would be deemed acceptable or if this can be obtained through on the job experience.				
GCSE or equivalent (minimum of 5), Grade C or above			A	
Other Essential Requirements				
An awareness of, and commitment to, equality of opportunity			I	3
Awareness of, and commitment to, confidentiality and handling data			I	3
Prepared by:	Iqbal Javed	Date:	21.06.21	