

Job Profile

Position Details	
Post	Legal Assistant
Service Area	Corporate Governance / Legal Services / Social Care and Contracts / Social Care
Reports to	Principal Lawyer
Grade	Scale 6
Job Family	Legal

Role Purpose
<p>To provide assistance and support to lawyers and managers in the conduct of childcare and adult community care work and in the delivery of legal services.</p> <p>To conduct routine legal work and assist members of staff with legal work, as assigned.</p> <p>To carry out the duties of the post in a pro-active, enabling manner and within the policy objectives of the Council.</p>

Main Responsibilities
<ol style="list-style-type: none"> 1. Organising and carrying out legal tasks in one or more of the fields of social care, civil and criminal litigation, planning, housing, employment, regeneration, contracts or any other function within the Council's duties 2. Deal with routine legal enquiries by way of telephone or correspondence. 3. Participate in the daily duty rota dealing with general queries and correspondence. 4. Carry out a range of legal duties as allocated, including issuing proceedings, drafting routine court documentation, obtaining hearing dates, writing letters, obtaining statements and affidavits, preparing bundles, witness templates, contacting experts, obtaining transcripts and police evidence, collating documents, diarising hearing dates, arranging service by post or personal service and arranging attendance at court, liaising with the parties concerned as appropriate. 5. To conduct all work in accordance with practice management standards laid down by the Law Society (Lexcel) and all other departmental and corporate performance standards in order to maintain a standard of excellence. 6. Undertake legal research and assist staff within legal services in respect of their work and ancillary duties as required. 7. To liaise with officers and managers in other departments, keeping them informed of progress of cases and taking any other appropriate measures to ensure continued client satisfaction. 8. Knowledge and experience of using IT systems including case management systems. To maximise the use and effectiveness of information technology systems.

9. To assist the legal service to achieve the goals set out in its Business Plan including participating in projects to ensure the continuous improvement of the service.
10. This position requires the postholder to undergo a Disclosure and Barring Service (DBS) check.

Generic Responsibilities

1. Understanding, knowledge and ability to follow guidelines that ensures compliance with Health and Safety at Work, Data Protection and other statutory requirements.
2. Understanding and commitment to promoting and implementing the Council's Equal Opportunities policies.
3. Knowledge and experience of using IT.
4. To undertake any other temporary responsibilities aligned with the overall purpose and grade of the role.

Knowledge, Qualifications, Skills and Experience	Essential or Desirable
<ul style="list-style-type: none"> • Proficient in use of MS Office applications 	Essential
<ul style="list-style-type: none"> • Experience of undertaking legal assistant role supporting lawyers with a mixed caseload of Judicial Reviews, Care Proceedings and or Adult safeguarding. 	Essential
<ul style="list-style-type: none"> • Educated to law degree or equivalent level 	Essential
<ul style="list-style-type: none"> • Relevant vocational training i.e. LPC, BVC, Ilex 	Desirable
<ul style="list-style-type: none"> • Excellent oral and written communication skills 	Essential
<ul style="list-style-type: none"> • Knowledge and understanding of s7 Children Act 1989 	Desirable
<ul style="list-style-type: none"> • Good organisational skills - able to plan and manage own time and workload effectively ensuring that deadlines and timescales are met while maintaining accuracy and attention to detail to deliver legal support on a number of concurrent tasks for more than one person at a time 	Essential
<ul style="list-style-type: none"> • Ability to work objectively, calmly and efficiently under pressure 	Essential
<ul style="list-style-type: none"> • Ability to contribute and to work well within the Legal Services' Teams. Commitment to personal development and willingness to support the development and improvement of the Legal Service and to work flexibly adapting to a changing environment 	Essential
<ul style="list-style-type: none"> • Good customer care skills and focus 	Essential
<ul style="list-style-type: none"> • Commitment to equalities in employment and service provision and understanding of the Council's policy on equalities and diversity 	Essential
<ul style="list-style-type: none"> • An appreciation of the needs of a diverse urban community. 	Essential

<ul style="list-style-type: none"> • Visit a range of locations within and outside the Borough, attend meetings which may occur outside of the normal working day and work outside normal office hours on occasions 	
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Main Contacts & Other Information
<u>Main Contacts:</u> 1. Children's Services 2. Adult Social Services

Additional Information

Please complete the additional information as fully as you can.

Supervision / Management of People				
Please indicate which group best describes the total number of staff the post holder is responsible for:				
None	Up to 5 staff	6 to 15 staff	16 to 49 staff	50 plus staff
✓				
Are the staff based at the same work location?				N/A
Will the post holder be responsible for contract / agency / project staff?				N/A

In the normal course of their duties would it be reasonable to expect the job holder to undertake, or be involved in, any of the following on a regular basis.

If Yes, please provide an estimate of the % of their working day this involves.

Work Environment					
Activity	Yes/No	% of working day	Activity	Yes/No	% of working day
Office duties.	Yes	100	Use of a computer.	Yes	100
Audio typing.	No		Crisis or conflict situations.	No	
Walking more than a mile.	No		Manual handling.	No	
Working alone or in isolation.	No		Working in confined spaces.	No	
Driving a car, van or minibus.	No		Preparing or serving food.	No	
Exposure to infectious diseases, e.g. Tuberculosis (TB) or Hepatitis B.	No		Working in awkward positions, e.g. stooping, bending, reaching.	No	
Exposure to substances hazardous to health, including lead, asbestos or radioactive substances.	No		Operating heavy or hazardous machinery including forklifts, diggers or cranes.	No	
Regular and repetitive movements.	No		Working shifts / unsocial hours, nights.	No	
Outdoor work involving uneven surfaces.	No		Standing or sitting for prolonged periods.	Yes	90%

Activity	Yes/No	% of working day	Activity	Yes/No	% of working day
Working shifts / unsocial hours / nights.	No		Working at heights / on ladders, roof work.	No	
Teaching, or responsibility for, children.	No		Outdoor work involving extremes of temperature.	No	
Electrical hazards.	No		Control and restraint.	No	

Resources – identify & list personal and identifiable accountability for physical and financial resources including those of clients:
Oyster card
Cash/Financial Resources - Is the post personally and identifiably accountable for the accurate handling / security of cash and cheques? If yes, specify the average amount controlled at any one time and the nature of the accountability:
Plant/Equipment - is the post personally accountable for the proper use / safekeeping of plant / equipment? If yes, please indicate the type(s) of plant/equipment and the nature of the accountability:
Laptop
Stocks/Materials - Is the post personally accountable for materials / items of stock? If yes, please indicate the type and approximate value and the nature of accountability:
Data Systems - is the post personally accountable for the use, manipulation and safekeeping of data systems whether manual or computerised? If yes please indicate the type of system(s) and the nature of the accountability, whilst explaining the importance of the data systems to the Council's operations:
Responsible for the safekeeping and accuracy of all data which is created, stored, used or accessed in line with GDPR and Council procedures.
Buildings - Is the post personally accountable for the proper use and safekeeping of buildings? If yes please indicate the type of building(s) concerned and the nature of the accountability: