



ROLE PROFILE

Role Title: Legal Assistant

Service: Corporate and Customer Services, Legal Services

Directorate: Transformation and Resources

Accountable to: Principal Solicitor

Grade: Scale 6

Car Category: Casual

Purpose of role

- To deal with procedural, administrative, legal and related tasks in the Legal and Member Services Division and support to facilitate a proactive professional Legal Service.

Key Objectives

1	To prepare the following, undertaking all incidental duties, including service, advertising, confirmation, completion etc, as appropriate:- <ul style="list-style-type: none">• Traffic Regulation Orders, Footpath Orders and various Highway Orders• Enforcement Notices and Building Act Notices• Objections under Section 106 Town and Country Planning Act 1990• Tree Preservation Orders• High Hedges Remedial Notices• Contracts• Gas Service Checks
2	To take legal action in respect of the collection and enforcement of debts, possession proceedings, including tenanted and mortgaged properties, squatters proceedings (including travellers/gypsy proceedings).



3	To prepare and conduct cases (including advocacy) in the Magistrates Court to undertake the preparation of cases for hearing in the County Courts and High Court, including attendance before the District or Circuit Judge, in Chambers, as appropriate.
4	To undertake the preparation of cases for hearing in the County Court and High Court, including attendance before the District or Circuit Judge, in Chambers, as appropriate. Also, to undertake the preparation of cases for hearing in Tribunals and Inquiries. These duties to include where appropriate the instructing of and attendance upon Counsel.
5	To assist the Legal Executive and Administrative Assistant with tendering procedures.
6	To undertake such administrative and related duties as may be assigned by, or on behalf of the Borough Solicitor.

Scope

This role is a key part of the legal team within the Council and the post holder will provide support to the Principal Solicitor working closely with legal executives and solicitors.

Work Profile

1. Strategy

The post holder will take a supporting role in developing and implementing relevant strategies. This will include a supporting the maintenance and updating of the Council's Constitution, together with associated processes and systems.

2. Performance

The post holder will be accountable to the Principal Solicitor for the performance of their role.

They will take a supporting role in the delivery of key objectives, priorities and targets associated with continuous improvement and in developing a more evidence/ intelligence-led approach. They will help to monitor and



communicate performance against a series of key performance measures, developing new indicators and targets as needed.

They will support the service to recognise, communicate and mitigate any risks to the delivery of high performance standards.

3. Service Quality

The post holder is responsible and accountable for the quality of the tasks within their remit and will be held to account by the Principal Solicitor, who is their line manager. They will be responsible for the continuous improvement of their service functions and for upholding and championing agreed standards.

4. Resource Management

The post holder has no line management responsibility, nor any budgetary responsibility.

5. Supervision and Management

The post holder has no line management responsibility.

6. Culture

The post holder will support the development of a positive organisational culture that is outward looking, evidence based and customer focused.

The post holder will promote equality of opportunity in the delivery of the duties of the role.

7. Communications

The post holder will have a supporting role in communicating with directorates and services at all levels, in ensuring good standards of legal practice, sound judgement and decision-making and ensuring consistent application of standards.



8. Main Contacts Associated with Principal Duties

The main day to day contacts for the post holder will be their immediate team, directorates and services that they support (including senior managers), team managers and individual employees. They may also handle calls and written contact from other parties such as external organisations.

9. Commitment

The Council's normal working week for the purposes of calculation of premium rates and enhancements is Monday to Friday 7 am to 7 pm. The Council operates a standard working week of 36 hours.

10. Risk Management

The post holder will help to identify any major corporate risks that they encounter during the execution of their role and report these to their line manager promptly.

11. Working conditions

The post is office-based but may involve some travel to other sites to undertake the duties of the post.

12. Equal Opportunities

The Council is committed to achieving equality of opportunity both in the delivery of services to the community and its employment arrangements. We expect all employees to understand and promote our policies in their work.

13. Customer Focus

To meet the Council's Standards of Customer Care at all times.

14. Core Tasks

To undertake any other duties which may be required within the needs of the service that are commensurate with the grade.

15. Health & Safety

All employees have a responsibility for their own health & safety and that of others while undertaking their duties. Employees have a general duty to



assist the Council in implementing its general statement on health & safety policy.

16. Legislation

To comply with Data Protection legislation and all other relevant and applicable statutory legislation together with Council policies and procedures

17. Training & Development

To comply with the Council's policies and practices relating to training and development, including a regular development appraisal.

18. I.T.

The post holder is expected to comply with the Council's policies and practices relating to use of I.T. and equipment.

19. Creativity

The post holder can contribute ideas relating to the tasks that they undertake, to their line manager for consideration.

20. Decisions and Consequences

The post holder will usually carry out allocated tasks and duties under the supervision of their line manager.

21. Work Context

This role is a key part of the legal team within the Council and the post holder will provide support to the Principal Solicitor working closely with legal executives and solicitors.

The above duties and responsibilities do not include or define all tasks, which may be required to be undertaken by the post holder. The duties and responsibilities may vary without changing the general character of the duties or the level of responsibility entailed. These factors are reflected in the grading of the post.



22. Physical Demands

The post is normally office-based, so no unusual physical demands have been identified.



PERSON SPECIFICATION

In this section the Skills, Knowledge, Qualification and Competency requirements to perform the role to a satisfactory standard are set out. The extent, nature and level of the role holder's knowledge and skills should be specified

PERSON SPECIFICATION	Examples specific to role	Required		Method of Assessment Application (A) Interview (I), Testing (T), Reference (R)
		Essential	Desirable	
SKILLS AND KNOWLEDGE Technical knowledge and qualifications	Minimum qualification of GCSE English and Mathematics and at grade C or above (or equivalent) OR sufficient previous experience in a similar job may satisfy this requirement	X		A
	To have an up-to-date working knowledge of local government legislation or law		X	A, I
	Good general knowledge of legal procedures	X		A, I
	Advocacy skill experience of presenting before District Judge in court	X		A, I
	Experience of drafting or preparing legal documents including proceedings, statements and agreements	X		A, I
	Knowledge of the Civil Procedure Rules		X	A, I
	To hold a driving licence or to have equivalent mobility and transport	X		A, I
	To have an interest in the application of new technology to legal services	X		A, I



Planning and organising work	Able to operate independently, managing conflicting priorities effectively	X		A, I, T
	Methodical and well organised, with a commitment to providing a quality service and attention to detail	X		A, I
Planning capacity and resources	N/A			
Influencing and interpersonal skills	To good interpersonal skills, particularly the ability to communicate effectively at all level, verbally and in writing	X		A, I
	Able to work well as part of a professional team	X		A, I
PROBLEM-SOLVING Using initiative to overcome problems	Ability to identify a range of appropriate solutions to issues and problems.	X		A, I
Managing risk	Ability to identify, consider and assess risks associated with the service	X		A, I
	Ability to identify mitigating measures that may be implemented to minimise risk	X		A, I
Managing change	Ability to promote change in a positive manner to others	X		A, I
ACCOUNTABILITY and RESPONSIBILITY Undertakes tasks without supervision	Ability to work independently and take ownership of key responsibilities of the post	X		A, I
Other	Commitment to Equality	X		I
	Commitment to Health & Safety	X		I
	Satisfactory Baseline Personnel Security Standard Check	X		Document Checks



	The ability to fulfil all spoken aspects of the role with confidence through the medium of English language. This includes the ability to converse with ease with customers and colleagues and provide advice in accurate spoken English	X		(includes Basic DBS) A, I
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COMPETENCIES REQUIRED – All post holders must be able to comply with the Council’s Expected Behavioural Standards which include:

- Putting customers first;
- Being positive and adaptable;
- Taking responsibility and achieving results;
- Working together.

In addition, for those posts with management responsibilities the Expected Behavioural Standards will include:

- Service delivery and change management;
- Financial and resource management;
- Leading, motivating and developing.

Other information

- able to travel to meet service delivery requirements
- available to undertake work outside of normal working hours

Signed Line Manager	Signed Head of Service	
Print Line Manager	Print Head of Service	Date