

JOB PROFILE

Paralegal

Overview	
Post No.	TBC
Grade	3
Directorate	Resources & Organisational Development
Service Area	Governance
Team	Legal
Reporting to	Senior Solicitor

Generic Accountabilities of the Role
<ul style="list-style-type: none"> To support and assist in the provision of legal advice and in the conduct of case work on a wide range of matters To provide a high-quality legal service to client departments to enable them to implement decisions within the law and to protect the District Council against prosecution and challenge. To undertake research and provide briefings on legal issues. To prepare documents and court bundles To assist the data protection officer in collating documents for disclosure.

Other Duties
<ol style="list-style-type: none"> To provide legal support to lawyers working in the team, including taking conduct of cases (under the supervision of a lawyer). To ensure that the Head of Regulatory Services or any other lawyers working within the department are at all times adequately informed of matters being dealt with by the post-holder and to assist as required with arrangements for monitoring the progress of the work. To ensure that all work is carried out faithfully and diligently and to the standards required by any policy or practice management standards and observing the recognised standards of professional conduct. To act upon instructions to carry out the objectives of client business units and to ensure all action is taken in accordance with the requisite authority. To undertake casework as required; particular areas of law may be assigned to the post, but it is essential that the post holder should be able and willing to carry out a variety of legal work. This will include: <ul style="list-style-type: none"> Planning Contracts Commercial conveyancing Land and Housing issues Debt recovery Prosecutions Code of Conduct matters Information Management including Freedom of Information and Data Protection Civil Litigation

- Injunctions
- Licensing
- Corporate Governance

6. To draft reports and prepare legal documentation.
7. To assist with keeping Officers and Councillors up to date with the law.
8. To provide advice and information to Councillors.
9. In appropriate cases, to represent the Council or specifically legal services at meetings and to conduct litigation on behalf of the Council and (where authorised and appropriate) to represent the Council in Courts and Tribunals.
10. To participate in and contribute to the range of Departmental-wide activities and to look for and take up opportunities to develop a good understanding of how the Council operates.
11. To receive enquiries, undertake research and provide practical legal advice and guidance in a timely manner across the full range of Council services.
12. To participate in the appraisal process and undertake available training opportunities and show a commitment to continuous development, to maximise your potential and ensure the efficient and effective delivery of District Council services.
13. To participate in the development of quality systems for Legal Services and in particular the retention of accreditation under the Law Society's Practice Management Standards (Lexcel).
14. To make effective use of the Council's IT systems including the legal case management system.
15. To undertake such other duties that fall within the range and capabilities of the post holder, as directed from time to time by the Head of Regulatory Services or the Training Principal with a view to provision of effective legal services to the Council.
16. To attend court with counsel on own cases and those of others in Legal Services.
17. To provide any performance data required by the Service promptly and accurately.
18. To play a full part in the team to which the postholder is assigned, attending team meetings, briefings etc and working co-operatively with colleagues.
19. To assist the legal team with sealing, administrative work research and drafting low level agreements/contracts under supervision

Further Information

A Paralegal will need to demonstrate continuous learning and development of skills throughout the contract which will be reviewed via regular supervision and appraisal.

The precise arrangements for the areas of work will be agreed with the Legal Services Business Unit Leader. The Paralegal will carry out a range of legal tasks as required by an assigned supervisor within the relevant work area, in

accordance with the requirements of other Council Business Units. The Paralegal may have his/her own caseload, or provide support to lawyers on their caseloads.

Work will usually be undertaken in a normal office environment using the appropriate equipment for the job as supplied by the employer but the Paralegal may, for example, be required to attend Court, training events and meetings at other venues.

The Paralegal must be able to work flexibly, combining the requirement to do their legal work with the necessary training and development of their legal skills. The Paralegal will need to use IT provided to produce their own documents, letters and e mail and for legal research and case and document management.

The Paralegal may need to work outside the normal working day and will be expected to occasionally work longer than their contractual hours when requested to be available to attend meetings, prepare for hearings and respond to any need for urgent legal work.

Professional and Personal Attributes		
	Essential	Desireable
Qualifications Educational and Professional	<ul style="list-style-type: none"> Enrolled on a Qualifying Law Degree or other degree or Successfully completed two years of Law Degree. 	<ul style="list-style-type: none"> Legal Qualification
Knowledge	<ul style="list-style-type: none"> Basic understanding of the legal context of local government and how it is organised. 	<ul style="list-style-type: none"> Familiar with legislation affecting Local Government.
Experience	<ul style="list-style-type: none"> Experience of working in a legal practice or equivalent. 	<p>Experience of any of the following areas of law:</p> <ul style="list-style-type: none"> Planning Contracts Commercial conveyancing Land and Housing issues Debt recovery Information Governance(including Freedom of Information and Data Protection) Civil Litigation Planning Licensing -Corporate Governance
Key Skills & Abilities	<ul style="list-style-type: none"> Ability to communicate orally clearly and confidently. 	

	<ul style="list-style-type: none"> • Ability to communicate in writing clearly and accurately. • Excellent analytical skills. • Excellent legal research skills. • Good self-management skills. • Willingness to work flexibly and to adapt to a changing environment. • Able to contribute to the work of a team and to work well with both legal and support staff. • High level of IT literacy. • Ability to learn effectively and put learning into practice quickly. • Organised and systematic. • Ability to prioritise. • Ability to deal with and handle confidential information appropriately. • Good drafting and report writing skills. • Self-motivated and enthusiastic. 	
Personal Behaviors	<ul style="list-style-type: none"> • Good interpersonal skills and able to build relationships with others. • Committed to working in a local government environment. • Good understanding of equality issues in the workplace. 	
Other	<ul style="list-style-type: none"> • Ability to travel both within and outside the District as required. 	

The grade for this post is determined by Job Evaluation.

The above profile is intended to describe the general nature and level of work performed by employees in this role. It is not meant to be a detailed list of all duties and responsibilities which may be required. It will be supplemented and further defined by objectives set at appropriate times, which will be developed in conjunction with the post holder. It will be subject to regular review and the Council reserves the right to amend or add to the accountabilities listed.