



**Real Job**

**Real Training**

**Real Success**

### **Role Profile**

#### **Advanced Apprenticeship / Level 3 Paralegal**

The Apprentice will be supported during their Apprenticeship, working with relevant assistance on service tasks in line with the given role. The Apprentice will learn new skills through the duration of the programme and be allocated responsibility for work to meet the requirements of the Apprenticeship Standard. This Apprenticeship is equivalent to A Levels C to A and there is an expectation that the Apprentice will have English and Maths at level 2 prior to entering the End Point Assessment (EPA) process at the end of the Apprenticeship.

This Apprenticeship can be aligned to entry level roles with the requirement that the Apprentice undertakes and records 20% of their work time engaging with training or development related to the Apprentice role.

Dependant on the type of Apprenticeship an Enhanced Disclosure and Barring Service process may be required (DBS check)

#### **Standard/ Framework Title – Level 3 Paralegal Apprentice**

<b><u>Department:</u></b>	Legal
<b><u>Directorate:</u></b>	Resources and Organisational Development
<b><u>Apprenticeship contract length:</u></b>	<b>24 Months</b>
<b><u>Hours:</u></b>	37 hours
<b><u>Pay rate:</u></b>	<b>£23,088</b>
<b><u>Location:</u></b>	Oaklands, Haywards Heath

**Overview of the role:**

Under supervision this role will support and assist in the provision of legal advice and legal services to clients in the council and assist in the conduct of case work on a wide range of matters.

Under supervision provide a high-quality legal service to support qualified lawyers and other paralegals to undertake research and provide briefings on legal issues.

Under supervision prepare documents and court bundles

**Principal duties and responsibilities:**

1. Under supervision provide legal support to lawyers working in the team.
2. Undertake all work faithfully and diligently to the standards required by policy or practice management standards. Ensuring that standards of professional conduct are recognised in all cases.
3. Under supervision act upon instructions to carry out the work required by council business units.
4. Under supervision draft reports and prepare legal documentation.
5. Assist the qualified paralegal with keeping Officers and Councillors up to date with the law.
6. Provide advice and information to Councillors as instructed.
7. 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.
8. Under supervision receive enquiries, undertake research and provide practical legal advice and guidance in a timely manner across the full range of Council services.
9. Under supervision 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).
10. Under supervision make effective use of the Council's IT systems including the legal case management system.
11. Under supervision attend court with counsel.
12. Under supervision provide any performance data required by the service promptly and accurately.

13. Under supervision assist the legal team with sealing, administrative work research and drafting low level agreements/contracts under supervision
<b>Personal qualities:</b>
Organised
Friendly personality
Punctual
Hard working and ambitious
Well presented
Excellent timekeeping
Confident
<b>The post holder will be expected to:</b>
To complete all required elements of the agreed apprenticeship training and attend any college or training events as directed.
To act in accordance with the council's Constitution and other Codes of Conduct.
To participate in staff development, appraisal and training as appropriate, including continuous professional development.
To comply with the council's agreed policies and procedures including but not limited to Health and Safety, and Equal Opportunities Policies, the Data Protection Act, Freedom of Information Act, Financial Management Regulations and other relevant Council and Government Regulations, Directives and City-wide priorities.
To undertake any other tasks, duties and responsibilities as directed and appropriate to the grade and role of the post subject to any reasonable adjustments under the Disability Discrimination Act 1995 as incorporated into the Equality Act 2010.
To participate in the wider development of the service and contribute to service improvement as required.

## Person Specification

### Advanced Apprenticeship / Level 3

Requirements	ESSENTIAL
<b>1. Personal Skills</b>	<ul style="list-style-type: none"><li>• Good written and oral communication skills</li><li>• Self-motivated, personal drive and enthusiasm</li><li>• Ability to work as part of a team</li><li>• Flexibility and adaptability</li><li>• Commitment to working in customer focused environment</li><li>• Ability to organise and prioritise workload</li></ul>
<b>2. Experience</b> <i>(work experience, hobbies, social groups)</i>	<ul style="list-style-type: none"><li>• Previous work experience</li><li>• Social group members</li><li>• Hobbies</li></ul>
<b>3. Knowledge</b> <i>(appropriate to the apprenticeship role)</i>	<ul style="list-style-type: none"><li>• <i>Good ICT skills,</i></li></ul>
<b>4. Special Requirements</b> eg. training and development	<ul style="list-style-type: none"><li>• Willingness to attend additional training as appropriate</li></ul>
<b>5. Education</b> eg. qualifications, professional & specialised training, technical skills	<ul style="list-style-type: none"><li>• GCSE passes at Grades A – C in Maths and English or passes in relevant college entry numeracy/literacy tests or <b>ability to attain these prior to the EPA of the Apprenticeship</b></li><li>• A level qualification <b>desirable but not essential</b></li><li>• Other service specific training <b>desirable but not essential</b></li></ul>