

**JOB DESCRIPTION**

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| **Post Title:** |  | Legal Assistant (Welfare) |
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| **Grade and Salary Scale:** |  | E SCP 17 - 18 |
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| **Department and Service:** |  | Legal and Democratic Services - Finance, Governance and Support |
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| **Responsible To:** |  | Principal Solicitor, People Group / Principal Solicitor, Places Group |
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| **Post Ref:** |  | R0000200 |

**Purpose of the Post:**

To provide legal support to the Head of Legal Services, Principal Solicitors, senior solicitors, solicitors, and legal executives, dealing with such matters as may from time to time be referred to them by the Principal Solicitors.

**Duties and Responsibilities:**

1. At the direction of the Principal Solicitors, to undertake all legal work commensurate with the nature of the post.
2. To support and assist the Principal Solicitor in the following areas:
* Adults welfare matters
* Children’s welfare matters
* Landlord and tenant matters
* Highways law matters
* Public rights of way matters
* Road traffic regulation matters
* Town and village green matters
* Commercial contract matters
* Procurement matters
* Construction contract matters
* Debt recovery matters
* Common law matters
* Licensing matters
* Employment law matters
* Prosecutions and other Court work and
* Such other matters and work types as may from time to time be required.
1. To draft legal documentation, appropriate with the nature and grading of the post.
2. To undertake all work assigned to them in a competent and professional manner.
3. To represent Legal Services in meetings, courts, inquiries and appeals, appropriate with the nature and grading of the post.
4. To provide cover and support for the Senior Solicitors, Solicitors, and Legal Executives, as required by the Principal Solicitor.
5. To undertake legal research as and when required.
6. To undertake such personal training as may be deemed necessary to meet the duties and responsibilities of the post, and to assist in the training and development of other staff.
7. To undertake such electoral duties as may from time to time be required.
8. To undertake such other duties and responsibilities, commensurate with the grading and nature of the post, across Legal Services, as may from time to time be required.

**Corporate Responsibilities:**

* We will make every reasonable effort to supply the necessary employment aids, equipment or adaptations to enable employees to perform the full duties of the job in accordance with the Equality Act 2010 where a post holder is disabled.
* You will:
	+ Demonstrate a commitment to the principles of equality of opportunity and fairness of treatment in relation to employment issues and service delivery.
	+ Respect all confidentialities and principles and practices of the Data Protection Act.
	+ Comply with Health and Safety policies and legislation.
	+ Be committed to continuous personal development, including Middlesbrough learns.
	+ Demonstrate a commitment to the safeguarding of children and vulnerable adults, highlighting any areas of concern with the appropriate service and adhering to the policies of the Council relating to these issues.
* The above duties and responsibilities cannot totally encompass or define all tasks which may be required. The outlined duties and responsibilities may, therefore, vary from time to time without materially changing either the character or level of responsibility: these factors are reflected in the post.



PERSON SPECIFICATION

For the purposes of recruitment and selection, you will be assessed against Our Values and the criterion which are marked as Essential / Desirable in the Qualifications and Knowledge & Experience section.

**Our Values**

Our Values are a critical element of our strategy to create a brighter future for Middlesbrough. They will be at the heart of everything we do and will be the foundation for how we operate, behave and make decisions. Having these values will help you be the best you can be and help Middlesbrough to grow and thrive.

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| **PASSIONATE about Middlesbrough*** Believe in Middlesbrough
* Be proud to work for the Council
* Have a ‘can do’ attitude
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| **INTEGRITY at our heart*** To be open, honest and transparent
* Communicate well with others
* Treat others with respect
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| **CREATIVE in our thinking*** Always look to improve
* Find solutions to problems
* Positive to change
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| **COLLABORATIVE in our approach*** Engage and consult with others
* Seek feedback from others
* Understand the needs of others
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| **FOCUSSED on what matters*** Understand the Council’s and my own priorities
* Put the customer first
* Deliver against expectation
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|  | **Essential****X** | **Desirable****X** |
| **QUALIFICATIONS** |  |  |
| 1. Educated to Upper Second Class Degree level or equivalent, or Masters Degree level, in law or a related subject; or studying for an equivalent professional qualification, to be completed within an agreed timescale.
 | **X** |  |
| 1. Educated to First Class Degree level.
 |  | **X** |
| 1. Completed the Legal Practice Course, with Merit or Distinction grade, or equivalent.
 |  | **X** |
| **KNOWLEDGE & EXPERIENCE**  |  |  |
| 1. Proficient in administrative tasks (completing and drafting forms etc.).
 | **X** |  |
| 1. Computer literate with Microsoft Word, Excel and Internet Explorer.
 |  **X** |  |
| 1. Experience of legal research.
 |  **X** |  |
| 1. Experience of prioritising and managing own workload.
 |  |  **X** |
| 1. Experience of working in a legal environment.
 |  |  **X** |
| 1. Experience of the use of time recording and case management systems.
 |  |  **X** |