



Paralegal

Grade F

Group: Corporate Services & Governance

Service: Human Resources & Litigation

Location: Civic Centre

Line Manager: Solicitor

Job Purpose

To provide general legal support within Corporate Services and Governance

The key roles of this post will include:

1. To be responsible for a caseload of children's services legal work under the direct supervision of a solicitor and for the preparation of legal documents and correspondence
2. To provide advice and assistance on legal matters as requested on matters relating to children's services queries and to attend meetings with clients and opponents about such matters.
3. To attend at court or tribunals as required to either represent the Authority or assist Counsel or the Solicitor if they are representing the Council at hearings.
4. To be responsible for private law children's matters.
5. To be responsible for Annex C requests for disclosure of children's services records made by the Police within criminal investigations.
6. Such other responsibilities as are commensurate with the grade of the post



Knowledge & Qualifications

Essential:

Knowledge

- Legal practice and procedure

Experience

- Legal practice and procedure
- willingness to engage in learning and development opportunities
- proven experience of excellent oral and communication skills

Qualifications

- Law Degree, Ilex Part 1
- CPE or LPC

Desirable:

Knowledge

- Local Government procedure
- Areas of law relevant to the post

Experience

- Local government
- expertise in other areas of work



Competencies

Customer Focus	Puts the customer first and provides excellent service to both internal and external customers
Communication	Uses appropriate methods to express information in a clear and concise way to make sure people understand
Team Working	Works with others to achieve results and develop good working relationships
Making things happen	Takes responsibility for personal organisation and achieving results
Flexibility	Adapts to change and works effectively in a variety of situations
Learning and Development	Actively improves by developing and applying new skills and knowledge and learns from past experiences