

DARLINGTON BOROUGH COUNCIL

RESOURCES GROUP

JOB DESCRIPTION

<u>POST TITLE :</u>	Litigation Assistant
<u>PAY BAND :</u>	Band 8
<u>JOB EVALUATION NO.</u>	A184
<u>REPORTING RELATIONSHIP</u>	Principal Lawyer (Litigation)
<u>JOB PURPOSE :</u>	To assist with the provision of legal services to the Council and external clients in relation to prosecutions, civil litigation, anti-social behaviour, injunctions, housing, environmental health, trading standards, employment and youth offending matters.
<u>POST NO.</u>	POS001439 / D10067
<u>PDR COMPETENCY FRAMEWORK</u>	Level 1, Expected Competencies for all employees

MAIN DUTIES/RESPONSIBILITIES

1. To assist with the provision of legal services to the Council and external clients in relation to prosecutions, civil litigation, anti-social behaviour, injunctions, housing, environmental health, trading standards, employment and youth offending matters, working on such cases as may be allocated and under the supervision of the Principal Lawyer (Litigation).
2. To draft court applications, prepare witness statements, deal with correspondence, brief and instruct counsel and other experts, negotiate with other parties, oversee the preparation of bundles and ensure cases are ready for trial.
3. To attend such meetings with officers, Members, clients, stakeholders or other persons as may be required.
4. To attend and present cases at the Magistrates' Court and County Court, panels and hearings, as required.
5. To deal with requests for advice and assistance.
6. To undertake legal research as required.
7. To ensure that all matters within your care and conduct are properly and expeditiously progressed in accordance with best practice.
8. Ensure that you work in line with all the Council's policies and procedures and ensure that you are aware of your obligations under these.

9. Behave according to the Employees' Code of Conduct and ensure that you are aware of your obligations and responsibilities re: conflicts of interest, gifts, hospitality and other matters covered by the Code.
10. Carry out your role in line with the Council's Equality agenda.
11. To comply with health and safety policies, organisational statements and procedures, report any incidents / accidents/ hazards and take a pro-active approach to health and safety matters in order to protect yourself and others.
12. Any other duties of a similar nature related to this post that may be required from time-to-time.
13. Darlington Borough Council and schools within the Borough are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.
14. This post is deemed to be a 'Customer Facing' role in line with the definition of the Code of Practice on the English language requirement for public sector workers.

Date: October 2019

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All appointments are subject to satisfactory references.

Criteria No.	Attribute	Essential (E)	Desirable (D)
	Qualifications & Education		
1	5 GCSEs or equivalent including Maths and English or appropriate alternative qualifications	E	
2	A degree in law or a postgraduate or vocational legal qualification		D
	Experience & Knowledge		
3	Knowledge and/or practical experience of dealing with criminal or civil litigation	E	
4	Knowledge and/or practical experience of presenting cases at hearings and courts	E	
5	Experience of working in local government		D
	Skills		
6	Ability to demonstrate effective interpersonal and listening skills	E	
7	Ability to demonstrate effective negotiating, influencing and persuasive skills	E	
8	Ability to work as part of a team, sharing tasks and providing cover as necessary	E	
9	Ability to communicate both orally and in writing to a wide range of audiences	E	
10	Ability to solve problems and make difficult (good call) judgments	E	
11	IT literate, capable of using Microsoft Word and Excel	E	
12	Ability to work under pressure and to prioritise workload	E	
	Personal Attributes		
13	Commitment to service delivery	E	
14	Ability to inspire and to command respect and confidence	E	
	Special Requirements		
15	The ability to communicate at ease with customers and provide advice in accurate spoken English	E	
16	Capable of independent travel to carry out the requirements of the post	E	