

DARLINGTON BOROUGH COUNCIL

RESOURCES

JOB DESCRIPTION

<u>POST TITLE :</u>	Legal Assistant
<u>PAY BAND :</u>	Band 7
<u>JOB EVALUATION NO.</u>	E3547
<u>REPORTING RELATIONSHIP</u>	Principal Lawyer (People Team)
<u>JOB PURPOSE :</u>	To assist with child care, education, mental health and adult services casework, dealing with public interest immunity casework and criminal injuries applications. To contribute to the overall management of Legal Services
<u>POST NO.</u>	D13172 / POS001446
<u>PDR COMPETENCY FRAMEWORK</u>	Level 1, Expected Competencies for all employees

MAIN DUTIES/RESPONSIBILITIES

1. To assist with responsibility for child care cases including private law and adoption matters, as appropriate to the grading of the post, under the supervision of the Principal Lawyer or other Lawyers of the People Team
2. To assist with education, mental health and adult services cases and matters as may be allocated and under the supervision of the Principal Lawyer or other Lawyers of the People Team
3. To draft care proceedings applications, placement applications and subsequent applications once the case is in proceedings. Preparation, production and updating of documents and other material for court including court bundles, previous proceedings if applicable, summons, video evidence, statements, viability assessments, draft orders, social worker reports etc ensuring all up to date information is included and that they are filed with the Court and parties in time for hearings. Deal with correspondence, brief and instruct counsel and other experts, negotiate with other parties.
4. To deal with requests for advice and assistance
5. To undertake legal research as required
6. To deal with public interest immunity case work
7. To deal with criminal injuries applications
8. To ensure that all matters within your care and conduct are properly and expeditiously progressed in accordance with best practice

9. Reviewing information and draft orders from court following a hearing and taking appropriate actions such as complying with a disclosure requirement, preparing and submitting legal orders for sealing, transcription requests, updating appropriate spreadsheets such as the Bundles to Court list and data sets for children and Adults
10. Arranging transcribers for transcription of interview discs and then filing with the parties and court and placement upon the court bundle where appropriate
11. Collating and requesting evidence for court including medical records and submitting Annex D requests for police disclosure and making arrangements with process servers to serve on respondents
12. Compiling witness matrixes
13. Arranging video link evidence and DNA testing
14. Handling police disclosure and photographs once they have been received, filing the same on the other parties and the client department
15. Liaising with and requesting disclosure from other Local Authorities or other agencies
16. Liaison with experts/professionals/witnesses to obtain their availability and make arrangements for them to attend court/tribunal
17. Liaising with the client department to advise of court dates, arrangements and requirements to assist in case preparation
18. Liaising directly with the court and Counsel/advocate when urgent applications are required to be listed at Court
19. 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.
20. 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.
21. Carry out your role in line with the Council's Equality agenda.
22. 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.
23. Any other duties of a similar nature related to this post that may be required from time-to-time.
24. 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.
25. This post is subject to a standard disclosure. The successful applicant will be subject to the relevant vetting checks before an offer of appointment is confirmed. Following appointment the employee will be subject to rechecking as required from time to time by the Council.

DARLINGTON BOROUGH COUNCIL**PERSON SPECIFICATION****LEGAL ASSISTANT****RESOURCES****POST NO. D13172 / POS001446**

All appointments are subject to satisfactory references.

Criteria No.	Attribute	Essential (E)	Desirable (D)
	Qualifications & Education		
1	5 GCSE's or equivalent including Maths and English or appropriate alternative qualifications		D
2	Fellow of Institute of Legal Executives		D
	Experience & Knowledge		
3	Experience of dealing with child care matters	E	
4	Experience of attending Hearings and Court	E	
5	Experience of interpreting legislation, case law, policy or procedures to give recommendations and advice	E	
6	Experience of undertaking effective research	E	
7	Experience of working in local government		D
8	Understanding of schools and education issues		D
9	Understanding of mental health issues		D
10	Understanding of adult services issues		D
11	Understanding of Public Interest Immunity casework		D
12	Understanding of criminal injuries applications		D
13	Understanding of licensing issues		D
	Skills		
14	Ability to listen and communicate both orally and in writing to a wide range of audiences (including ability to write clear and concise reports & presentations)	E	
15	IT Literate, capable of using MS office packages	E	
16	Ability to work on own initiative and as part of a team, sharing tasks and providing cover as necessary	E	
17	Ability to present information in a logical and systematic manner	E	
18	Ability to maintain accurate records	E	
19	Ability to solve problems and make difficult (good call) judgments	E	
	Personal Attributes		
20	Commitment to service delivery	E	
21	Ability to work under pressure and to prioritise	E	
22	Ability to inspire and to command respect and confidence.	E	
	Special Requirements		
23	To comply with current legal practice management standards, regarding file maintenance, time recording and so on	E	
24	The ability to communicate at ease with customers and provide advice in accurate spoken English	E	
25	Capable of independent travel to carry out the requirements of the post	E	