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**Job Description**

**Job Title:** Legal Assistant – Children’s Services

**Salary Grade:**  Grade 4

**SCP:** 12-17

**Job Family:** Organisational Support

**Job Profile:** OS2

**Directorate:** Performance and Quality

**Job Ref No:**

**Work Environment:** Office

**Reports to:** Legal Manager

**A. Purpose**

To provide assistance to the Children’s Services Legal Team Solicitors by supporting them in all aspects of their day to day work to ensure the effective delivery of the legal function.

**B. Key Responsibilities**

1. Preparation and drafting of a variety of legal documents including court applications, police disclosures, court orders etc under guidance of the Solicitors and Office Manager.
2. Assistance in the preparation of court bundles which will include the use of specialist software including IKEN and LiquidLogic.
3. Taking instructions from Children Services and responding to queries from external professionals with possible attendance at meetings as and when required.
4. Maintaining regular communication with internal and external staff as directed by the Solicitor.
5. Co-working cases under supervision of the solicitor to collate primary evidence and filing of evidence.
6. To be responsible for private law children’s matters.
7. To be responsible for Annex C requests for disclosure of children’s services records made by the Police within criminal investigations.
8. Ensuring effective diary management in relation to internal and external meetings.
9. Attendance at court (with counsel) to provide support and assistance with complex cases.
10. Organise and archives files and supporting documents.
11. To work flexibly across Together for Children and provide support, responding to the needs of the organisation in order to meet priorities and demanding deadlines.
12. To deal effectively with internal and external customers, including some routine enquiries from members of the public, which could be face to face, receiving and responding to incoming communication.
13. To make effective decisions appropriate to the role and effectively evidencing these decisions on case records.
14. To support the Legal Team duty requirements by participating in the daily rota to triage front line queries into the service.
15. **Management Responsibilities**
16. None.
17. **Additional Information/Other Requirements**
18. This post will be line managed by the Executive Business Manager within Corporate and Commercial Directorate.
19. The postholder will be required to hold a relevant professional paralegal qualification at a minimum of Level 3.
20. Other duties and responsibilities allocated which are appropriate to the grade of this post.
21. The post will be based within Together for Children’s Legal Team which sits within the Corporate and Commercial Directorate.
22. The post holder will be required on occasion to travel within and outwith the City as required to undertake the role.
23. The post holder will at all times act in accordance with TfC company values.

**D. Statutory Requirements**

**In line with the Council’s Statutory Requirements, all employees of the Council should:**

Comply with the principles and requirements of the Data Protection Act 1998 in relation to the management of Council records and information, and respect the privacy of personal information held by the Council; Comply with the principles and requirements of the Freedom in Information Act 2000; Comply with the Council's information security standards, and requirements for the management and handling of information; Use Council information only for authorised purposes.

**E. Person Specification**

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| **Essential Requirements** | **Method of Assessment** |
| **Qualifications:**  Relevant professional qualification in paralegal practice at a minimum of Level 3. | **Application Form/Interview** |
| **Experience**   * At least 2 year’s experience of:   + Working as a paralegal in private or public practice which must have included case management support, drafting documentation.   + legal knowledge and understanding of legal principles including PLO | Application Form / Interview |
| **Skills**   * Excellent communication skills with proven experience in the drafting of various legal documentation * Effectively communicate with a wide range of partners * Excellent self-management and prioritisation skills that ensure deadlines are met * IT Skills - Able to effectively use a PC to prepare documents, record information or input data. * High level analytical skills with the ability to proactively solve problems * Problem solving and solution-focused * Listens to others to assess requirements to respond appropriately and efficiently | Application Form/Interview |
| **Abilities**   * Able to share information and obtain information from others through verbal communication with others either in person or over the telephone * Able to meet the travel requirements of the post * Able to work outside of normal working hours to meet the needs of the service. * Able to delight customers, deliver high quality tailored services to meet needs and exceed expectations * Able to work at a fast pace, coping well with higher levels of workload. * Able to be creative in working through problems and making decisions. * Able to obtain overall knowledge of safeguarding and child protection operations * Able to make effective decisions which balance competing objectives and resources | **Application Form/Interview** |
| Commitment to Equal Opportunities | **Application Form Interview** |
| **Behaviours and Values:**   * Able to always to act in accordance with TfC Company values:   + Child Centred   + Transparent   + Respectful   + Creative * To remain calm, resourceful and professional in the face of challenge * Demonstrate resilience in the face of competing priorities | Application Form/Interview |

May 2019