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| **Job Description** |
| **Post title** | Legal Assistant Children, Adults and Health |
| **JE Reference No** | N7108 |
| **Grade** | 7 |
| **Service** | Resources |
| **Service Area** | Legal & Democratic Services – Legal Services |
| **Reporting to** | The post holder will be accountable to the Senior Lawyer (Children, Adults and Health) |
| **Location** | Your normal place of work will be County Hall, Durham but you may be required to work at any Council workplace within County Durham. |
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| **DBS** | This post is not subject to a disclosure. |
| **Flexitime** | This post is eligible for flexitime. |
| **Politically restricted** | This post is not designated as a politically restricted post in accordance with the requirements of Section 1(5) of the Local Government and Housing Act 1989 and by regulations made from time to time by the Secretary of State. |

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| **Description of role** |

Providing support to the solicitors on all aspects of issuing and conducting court proceedings; acting as clerk to education appeals panel; compiling records for the police who are investigating crimes which involve children

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| **Duties and responsibilities** |

Listed below are the responsibilities this role will be primarily responsible for:

* Acting as Clerk to the Education Appeals Panel for admission appeals. Advising the Panel on procedure and the law relating to appeals. Assisting with recruitment and training of new panel members.
* Reviewing and compiling records and information in response to requests by the police who are investigating crimes which involve children.
* Supporting solicitors in all aspects of issuing and conducting court proceedings including:drafting court documents/Interviewing witnesses and preparing statements /redacting confidential information from records being added to court bundles.
* Attending PLO meetings
* Attending straightforward directions appointments at court.
* Attendance at meetings from time to time as allocated.
* Carrying out research into any area of legislation which has an impact upon the work of the Team.

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by your manager.

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| **Organisational responsibilities** |

* **Values and behaviours**

To demonstrate and be a role model for the council’s values and behaviours to promote and encourage positive behaviours, enhancing the quality and integrity of the services we provide.

* **Smarter working, transformation and design principles**

To seek new and innovative ideas to work smarter, irrespective of job role, and to be creative, innovative and empowered. Understand the operational impact of transformational change and service design principles to support new ways of working and to meet customer needs.

* **Communication**

To communicate effectively with our customers, managers, peers and partners and to work collaboratively to provide the best possible public service. Communication between teams, services and partner organisations is imperative in providing the best possible service to our public.

* **Health, Safety and Wellbeing**

To take responsibility for health, safety and wellbeing in accordance with the council’s Health and Safety policy and procedures.

* **Equality and diversity**

To promote a society that gives everyone an equal chance to learn, work and live, free from discrimination and prejudice and ensure our commitment is put into practice. All employees are responsible for eliminating unfair and unlawful discrimination in everything that they do.

* **Confidentiality**

To work in a way that does not divulge personal and/or confidential information and follow the council’s policies and procedures in relation to data protection and security of information.

* **Climate Change**

To contribute to our corporate responsibility in relation to climate change by considering and limiting the carbon impact of activities during the course of your work, wherever possible.

* **Performance management**

To promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. Contribute to the council’s Performance and Development Review processes to ensure continuous learning and improvement and to increase organisational performance.

* **Quality assurance (for applicable posts)**

To set, monitor and evaluate standards at individual, team and service level so that the highest standards of service are delivered and maintained. Use data, where appropriate, to enhance the quality of service provision and support decision making processes.

* **Management and leadership (for applicable posts)**

To provide vision and leadership to inspire and empower all employees so they can reach their full potential and contribute to the council’s values and behaviours. Managers and leaders must engage in personal development to ensure they are equipped to lead transformational change; always searching for better ways to do things differently to meet organisational changes and service priorities.

* **Financial management (for applicable posts)**

To manage a designated budget, ensuring that the service achieves value for money in all circumstances through the monitoring of expenditure and the early identification of any financial irregularity.

*The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by your manager.*

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| Person specification |
|  | Essential | Desirable |
| Qualifications | * 4 GCSE Grade A-C or equivalent (academic subjects including English and Maths).
* A recognised legal qualification either obtained fully or in part or be studying towards such a qualification (eg. Law degree,, Institute of Legal Executives or Para-legal Association) or equivalent. OR significant practical legal experience
 | * Associate membership of ILEX, Para Legal or other similar professional legal qualification
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| Experience | * Previous experience of working in a legal environment.
* Previous experience of relevant practice and procedures
 | * Recent history of examples to show knowledge and understanding of the relevant practice area
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| Skills & Knowledge | * Ability to work with minimum supervision in a busy environment as part of a team, demonstrating a high level of common sense and initiative.
* Good organisational and communication skills.
* Capacity to prioritise a varied workload
 | * Knowledge of current legislation appropriate to the role
* Knowledge of current Local Authority issues
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| Personal Qualities | * Ability to work effectively in a busy environment.
* Capacity to work to deadlines, e.g. Court dates.
* Access to a car or means of mobility support (if driving then must have a current valid driving licence and appropriate insurance).
* May be required to work outside of normal office hours.
 | * Confident and adaptable to change.
* Ability to work within small team environment.
* Ability to promote and represent Local Government aims and strategies
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