

Northumberland County Council  
**JOB DESCRIPTION**

<b>Post Title:</b>	Apprentice Paralegal	<b>Director/Service/Sector:</b> Legal Services		<b>Office Use</b>
<b>Band:</b>	National Apprenticeship Wage	<b>Workplace:</b> County Hall, Morpeth		JE ref: 3855. HRMS ref:
<b>Responsible to:</b>	Senior Solicitor/Principal Lawyer	<b>Date:</b> June 2021	<b>Manager Level:</b> N/A	
<b>Job Purpose:</b>  To support Northumberland County Council's objectives by providing high quality professional advice and support.				
<b>Key Functional Responsibilities:</b>  Through specialist on and off the job training this role will develop over the course of the apprenticeship to work that will include but not be limited to: <ul style="list-style-type: none"><li>providing legal advice with support from solicitors and the principal lawyer and drafting in the following areas of work; civil and criminal litigation, contracts, conveyancing, children's social care, adult social care, licensing, planning and highways.</li></ul>				
<b>Resources</b>	Staff	Supported by a department of circa 50 staff		
	Finance	Working across all groups within the Council under supervision to ensure robust legal arrangements are in place. Provision of high quality legal information and advice to members and officers.		
	Physical	Extensive involvement with legal issues, which can be complex and confidential, ensuring they are administered correctly as per regulatory requirements and Council Policies and Procedures.		
	Clients	The post holder will undertake a range of tasks across all areas of the Council and will have regular contact with a variety of members and officers including some external clients. The post holder will also be expected to contribute to and support the achievement of the Council's corporate objectives.		
<b>Duties and key result areas:</b> Undertaken individually or as part of a team, these are examples of the nature and level of those expected to be undertaken by the post holder. You will complete apprenticeship training to enable you to develop into the below responsibilities:  <ol style="list-style-type: none"><li>To carry out the duties given by employees of the County Council faithfully and diligently and follow all reasonable instructions.</li><li>To treat all information about the County Council and any external clients as confidential.</li><li>To undertake drafting of legal documents and attendance at meetings where directed by a senior colleague.</li><li>To provide support to lawyers and act as a point of contact on cases, including taking instructions, attendance at meetings, and at Court with Counsel and client officers under appropriate supervision,</li><li>To deal properly with any money or property entrusted to the post holder.</li><li>To keep a proper record of all work done and training received.</li><li>Undertake efficiently and effectively any specific ad hoc projects that are allocated.</li><li>Achievement of appropriate performance targets for the team.</li></ol> The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.				
<b>Work Arrangements</b>				

Transport requirements:	Travel to work sites, area offices, meetings or other venues throughout the County and region and further afield on occasion.
Working patterns:	May include weekends and evenings. Mainly office based but some travel required.
Working conditions:	Office based or remote working. Regular exposure to sensitive information and images containing child abuse.

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**PERSON SPECIFICATION**

Post Title: Paralegal		Director/Service/Sector: Legal Services		Ref:	
Essential		Desirable			Assess by
Qualifications and Knowledge					
<ul style="list-style-type: none"><li>Grade 4 (c) GCSE Maths &amp; English (or equivalent; Level 2 Functional Skills)</li></ul> <p>(For those with an education, health and care plan or a legacy statement, the apprenticeships English and maths minimum requirements are Entry Level 3, and the British Sign Language qualification is an alternative to English qualifications for apprentices for whom this is their primary language)</p>		2 x A Level (or equivalent) - minimum grade C			
Experience					
Skills and competencies					
Able to identify, analyse and interpret information from a range of sources and develop appropriate solutions. Ability to plan, prioritise and organise workload to meet conflicting and competing service demands Able to work as part of a team. Able to work on a project basis. Positive and flexible attitude to work – particularly new initiatives. Able to manage a diverse and varied workload including studying. Able to maintain a clear overview of the key issues and prioritise effectively. Significant ICT skills. Able to communicate and build productive working relationships.					
Physical, mental, emotional and environmental demands					
Understand the need for confidentiality Ability to deal with conflicting demands within tight time-frames. Exposure to material or situations with the potential to cause distress when dealing with controversial or difficult situations such as children’s social care or evictions. Lengthy periods of concentration required					
Motivation					
Desire to learn, develop and succeed, seeking opportunities for personal development and to put experiences from learning into practice. Proactive and determined to achieve objectives and targets. Able to work on own initiative with minimum supervision. Evidence of commitment to and interest in studying for a professional qualification.					
Other					
A commitment to the Council’s equal opportunities policy. Able to meet the transport requirements of the post.					

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits