

 <b>Stockton-on-Tees</b> BOROUGH COUNCIL		<b>JOB DESCRIPTION</b>	
<b>Directorate:</b>  Corporate Services		<b>Service Area:</b>  Legal Services	
<b>JOB TITLE:</b> Trainee Legal Officer			
<b>GRADE:</b> Grade C, with progression in year 2 subject to criteria.			
<b>REPORTING TO:</b> Legal Practice Team Leader			
<b>APPRENTICESHIP QUALIFICATION:</b> Chartered Legal Executive – Level 6			
<b>Duration:</b> 24 -36 months depending on qualifying prior learning			
1.	<b>JOB SUMMARY:</b>  To assist with legal work as required by the Legal Practice Team Leader, and undertake administrative tasks to support the Legal Services Team.  To undertake work associated with the Local Land Charges Register as required  To work towards completion of the above Apprenticeship Qualification & Professional Qualification whilst gaining relevant on the job work experience		
2.	<b>MAIN RESPONSIBILITIES AND REQUIREMENTS</b>		
	1.	To assist with legal work, including property, contracts, litigation and social care legal advice and support, as required by the Legal Practice Team Leader.	
	2.	To undertake administrative tasks to support the Legal Services Team	
	3.	To assist with the receipt of all local land charges search enquiries and all other work associated with these enquiries.	
	4.	To assist with the maintenance of the Local Land Charges Register	
	5.	To assist in monitoring and reviewing the performance of the legal work undertaken by the service.	
	6	To make a positive contribution to the formulation and implementation of departmental policies and programmes	
	7	To assist in determining service objectives, priorities and programmes to ensure a high quality effective legal service.	
	8	To make a positive contribution to the work of the HR & Legal Service.	
	9	To assist in the interpretation and analysis of the obligations required of the Authority as a result of legislative changes and to ensure that current legislation is adhered to in the provision of services	
	10	To successfully participate and complete the Legal Executive Apprenticeship Programme.	
3.	<b>GENERAL</b>		

**Other Duties** - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

**Workforce Culture, supporting behaviours and Code of Conduct** – The post holder is required to carry out the duties in accordance with Workforce Culture and supporting behaviours, code of conduct, professional standards and promote equality and diversity in the workplace.

**Personal Development** – As defined by the Council's Culture Statement, all employees will take responsibility for their own development

**Customer Services** – The post holder is required to ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton on Tees Borough Council.

**Policies and Procedures** – The post holder is required to adhere to all Council Policies and Procedures.

**Health and Safety** – The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

**Safeguarding** – All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council's Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

	Name:	Signature:	Date
Job Description written by: (Manager)	Alison Thomas		May 2022
Job Description agreed by: (Post holder)		.....	.....

**Job Description dated      May 2022**



## PERSON SPECIFICATION


Job Title/Grade	<b>Trainee Legal Officer</b>	<b>Grade C</b>
Directorate / Service Area	<b>Corporate Services</b>	<b>Legal Services</b>

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>MEANS OF ASSESSMENT</b>
Qualifications  <b>Expected before start date or Obtained</b>	A Law Degree or non-law degree and a graduate diploma in law (GDL)  Or  Level 3 - CILEX Diploma in Law and Practice  Level 2 Functional Skills in English & Maths / GCSE Grade C/4 or above	A related Level 3 qualification (A-levels, BTECs)	Application form
Experience	Working as part of a team (this could be in a sporting, educational, work or social setting) as well as demonstrating use of own initiative	Experience of administration work in a large organisation  Experience of working in a legal office	Application / Interview

Knowledge & Skills	<p>IT Skills including ability to use Microsoft Office e.g. Word and Excel.</p> <p>Good communication skills - listening, spoken and written.</p> <p>Be articulate and able to communicate with a wide range of people</p> <p>Ability to organise own workload and work to deadlines</p> <p>Work effectively under pressure.</p> <p>Ability to solve problems logically.</p> <p>Have the ability to understand and apply regulations and written instructions.</p> <p>Attention to detail</p>		
Specific behaviours relevant to the post	<p>Demonstrate the Council's Behaviours which underpin the Culture Statement.</p> <p>Committed to own personal development and wish to pursue a career in law</p>		Application / Interview
Other requirements			

Person Specification dated

May 2022

 <b>Stockton-on-Tees</b> BOROUGH COUNCIL	<b>KNOWN RISKS FOR THIS ROLE</b>
<b>DIRECTORATE:</b> Corporate Services	<b>SERVICE AREA:</b> Legal Services
<b>JOB TITLE:</b> Trainee Legal Officer	
<b>GRADE:</b> Grade C in Year 1	
<b>REPORTING TO:</b> Legal Practice Team Leader	

**The following are the known risks for this role, more than one may apply. Where there are no known risks this will be indicated.**

Known Risk	Yes/No
Is required to work at heights or on ladders	N
Is required to work in confined spaces or unusual environmental conditions where specialist equipment or breathing apparatus is needed	N
Is required to drive a Council vehicle or regularly transporting other person/clients/pupils in own vehicle as part of normal duties	N
Is required to drive an HGV/LGV/PCV/Minibus	N
Is required to undertake agriculture, horticulture or gardening work	N
At risk from noise that might affect an employee's health (will be required to wear hearing protection)	N
Will be exposed to vibration likely to be above the exposure action level.	N
Prolonged or frequent exposed to hazardous substances such as machine generated wood dust, other heavy or excessive concentrations of mineral dust, solder flux or tar.	N
Potential exposure to asbestos	N
Is at risk of a needle stick injury or human bite or could be exposed to blood, sewerage, bodily fluids.	N
May be exposed to lead or lead based products	N
Food handling and preparation	N
Will require a health assessment for regular night working	N
Will be using Display Screen Equipment	Y
Other known risks – please detail	N
No known risks associated with this role	N

**As the manager of this post, I declare that the details above are an accurate reflection of the risks associated with the post.**

Signature of Manager:

Date: