

Legal Officer

Reports to: Senior Solicitor, Barrister,
Property Lawyer(Team Manager)
Direct reports: N/A

Evaluation: **446** points
Grade: **N5**
Reference: **MM272**

Purpose

To support Solicitors, Barristers, Senior Solicitors and the Head of Service in the delivery of legal advice, support and representations to the Council.

Main Duties

These are some of the typical duties you will be expected to perform. This is not exhaustive, and you may need to complete similar tasks as required.

1. To prepare, institute and/or conduct appropriate legal proceedings as directed.
2. To assist Counsel or the Council's Solicitors/Barristers at court or tribunal hearings or case and review conferences as required.
3. As directed, to represent the Council as appropriate at routine court or tribunal hearings where the post holder has a right of audience.
4. To draft standard court and other legal documents and to assist with research and case preparation, including preparation of briefs or court bundles.
5. To negotiate the settlement of debt recovery and other routine claims, enforce court orders, and maintain and update associated records as necessary.
6. To deal with correspondence, liaising with courts, external solicitors and client departments as required ensuring an appropriate and timely response.

7. To process payments/cheques as required in line with Financial Regulations.
8. To provide advice and guidance on legislation and internal policies and procedures as required.
9. To attend and take minutes of relevant meetings, including legal liaison meetings with client departments as required.
10. To promote and implement our Equality policy in all aspects of your employment.
11. To help maintain a healthy, safe, and secure environment and to adhere to our policies and procedure.