

Paralegal/Legal Officer Grade 6

Our Vision

A county where big ambitions, great connections and greener living give everyone the opportunity to prosper, be healthy and happy

Our Outcomes

Everyone in Staffordshire will:

- Have access to more good jobs and share the benefit of economic growth
- Be healthier and more independent for longer
- Feel safer, happier and more supported in their community

Our Values

Our People Strategy sets out what we all need to do to make Staffordshire County Council a great place to work, where people are supported to develop, the Strategy to ensure that the focus is on what is important to the organisation and the people it serves:

- Ambitious – We are ambitious for our communities and citizens
- Courageous – We recognise our challenges and are prepared to make courageous decisions
- Empowering – We empower and support our people by giving them the opportunity to do their jobs well.

About the Service

Staffordshire Legal Services is a support service within the Corporate Services Directorate. It provides quality services, within resources, promoting Staffordshire County Council's pursuit of excellence.

Staffordshire Legal Services also provides services to a range of external clients which are effective, customer friendly and provide value for money.

We endeavour to deliver by taking into account our customer commitments, our values and our individual targets.

Reporting Relationships

Responsible to: Relevant Team Senior Lawyer

Responsible for: (Not applicable)

Position Overview

The post holder must have a general understanding of the law relating to the post and whilst no previous local government experience is necessary, they must be able to demonstrate a general understanding of the work done by this public sector service.

The post holder will be responsible for progressing administrative tasks on legal matters using own initiative and must work well under pressure, meeting competing demands, and consistently maintaining a high standard of work.

The post holder must have excellent written and verbal communication skills and have meticulous attention for detail. They must have a good standard of computer literacy and be confident to use IT and case management systems. They must be confident in handling sensitive data in accordance with policy and guidance.

Key Accountabilities:

1. Responsible for completing all aspects of administrative legal support work, relevant to skills, qualification and experience, generated by the allocated legal team in order to support the objectives of the LSU.
2. Responsible for undertaking all aspects of legal casework, relevant to skills, qualification and experience, in order to progress any case, with direct regular supervision at the required level.

3. Support wider areas of the Legal Services Unit (LSU), with legal administrative work, when workloads dictate, with the required training and appropriate supervision.
4. Undertake research on points of law or practice when required in order to support the service delivery to the client departments.
5. Support Team Seniors with any administration of the wider teams, when required.
6. Ensure strict adherence to the Staffordshire Legal Service' quality standards (Lexcel) including time-recording in order to maintain the professional standards and contribute to the process of securing re-accreditation as and when required.
7. Undertake training as required by the training plan and facilitating in-service training of other staff members when necessary.
8. Handle confidential data sensitively and securely in accordance with policy and statutory requirements.
9. Comply with employee's health and safety responsibilities.
10. Contribute positively to Staffordshire Legal Services' marketing and selling services commercial activities when required.

11. Responsibility for carrying out such other duties as may reasonably be required.

Professional Accountabilities

The post holder is required to contribute to the achievement of the Council objectives through:

Financial Management

Personal accountability for delivering services efficiently, effectively, within budget and to implement any approved savings and investment allocated to the service.

People Management

Engaging with People Management policies and processes

Equalities

Ensuring that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

Climate Change

Delivering energy conservation practices in line with the Council's climate change strategy.

Health and Safety

Ensuring a work environment that protects people's health and safety and that promotes welfare, and which is in accordance with the Council's Health & Safety policy.

Safeguarding

Commitment to safeguarding and promoting the welfare of vulnerable groups.

The content of this Job Description and Person Specification will be reviewed on a regular basis.

Person Specification

A = Assessed at Application

I = Assessed at Interview

T = Assessed through Test

Minimum Criteria for Disability Confident Scheme *	Criteria	Measured by
 	<p>Qualifications</p> <ul style="list-style-type: none"> • An appropriate paralegal qualification or equivalent, or proven experience in a relevant field in a legal environment • GCSE in English minimum grade C/4 or equivalent essential • A Level Law preferred • Law degree desirable 	A/I
 	<p>Knowledge and Experience</p> <ul style="list-style-type: none"> • Demonstrate a basic understanding of the law relating to the role 	A/I

	<ul style="list-style-type: none"> • Whilst no previous local government experience is necessary, must demonstrate an understanding of the work done by this public sector service • Demonstrable experience of progressing the administration on legal matters using own initiative • Demonstrable experience of working under pressure, meeting completing demands, and consistently maintaining a high standard of work • Ability to progress any allocated legal work with direct regular supervision • Experience of handling and processing sensitive data in accordance with policy and guidance • Experience of working using IT, with the ability to work all elements of Microsoft Office and a case management system • To consistently meet chargeable hour targets 	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>
	<p>Skills</p> <ul style="list-style-type: none"> • Ability to clearly, confidently and effectively communicate in all media forms; verbally, digitally and in writing • Ability to work effectively both as a team member and independently 	<p>A/I</p>

	<ul style="list-style-type: none"> • Able to use own initiative • Flexible and able to adapt to change and aim to achieve continuous improvement • Effective time management and prioritisation skills • Meticulous attention to detail • Ability to work under the demands of competing pressures 	
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If a disabled person meets the criteria indicated by the Disability Confident scheme symbol and provides evidence of this on their application form, they will be guaranteed an interview.

We are proud to display the Disability Confidence Symbol, which is a recognition given by Job centre plus to employers who agree to meet specific requirements regarding the recruitment, employment, retention, and career development of disabled people.

If you need a copy of this information in large print, Braille, another language, on cassette or disc, please ask us by contacting **Talent and Resourcing Team 01785 278300**