Job Title

Paralegal (Childcare)
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: Team Senior / DLSM (Childcare and ASC)

Responsible for: (Not applicable)

**Key Accountabilities**

1. To undertake all aspects of legal work relating to supporting the solicitors / senior solicitors in the conduct of their caseloads.
2. To assist in the drafting of documentation for court, including applications for Emergency Protection Orders and Care Orders.
3. To assist in the preparation of applications for court, including obtaining statements from the client and partner agencies.
4. Conduct of routine child care based cases under direct day to day supervision.
5. To support members of the team in meeting deadlines and managing their caseloads.
6. To liaise with a variety of professionals including internal customers, courts, solicitors and barristers’ chambers.
7. To undertake the preparation and update of court bundles for all hearings before the Magistrates, County and High Courts.
8. To undertake research on points of law or practice.
9. To assist the Team Leader in the administration of the team.
10. To provide all other support and assistance as required to the legal division generally.
11. Adherence to the Legal Services Unit’s quality standards (Lexcel) including time-recording and contributing to the process of securing re-accreditation as and when required from time to time.
12. Developing and showing enthusiasm and initiative for selling legal services, networking and marketing activities of the Legal Services unit generally.
13. To facilitate in-service training as required by the training plan and to participate in the in-service training of other staff.
14. To comply with employee’s health and safety responsibilities.
15. Including without limiting the foregoing Such other duties as may reasonably be required to carry out from time to time.

**Additional**

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| --- | --- |
| Driving Requirement | Yes |
| Car Allowance | Casual |
| Worker type | Initially Flexible |
| Flexi time | Yes |

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

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| --- | --- | --- |
| **Minimum Criteria for Disability Confident Scheme \*** | **Criteria** | **Measured by** |
| **employer_small** | **Qualifications*** Minimum of Level 3 or appropriate qualification or equivalent experience in a relevant field in a legal environment.
* A Level Law preferred.
* Law degree desirable (for Grade 6).
 | A/I |
| **employer_small****employer_small** | **Knowledge and Experience*** Proven ability to work under pressure, meeting competing demands whilst producing excellent work.
* Proven ability to develop good working relationships and communicate appropriately with a range of people.
* Proven ability to produce excellent written work.
 | All by A/I |
| **employer_small****employer_small** | **Skills*** An understanding of the law relating to the role.
* Excellent interpersonal skills with the ability to develop good working relationships at all levels that generate confidence, respect and trust.
* Excellent oral and written and skills.
* Ability to maintain confidentiality and to function in a discreet manner in sensitive situations.
* Ability to work effectively to deadlines, under pressure, whilst maintaining an excellent standard of work.
* Ability to work on own initiative with minimal supervision.
* Good level of IT literacy and the confidence to use IT systems.
* High degree of personal and professional probity, integrity and credibility.
* Demonstrates a clear understanding of customer service.
* A personal and professional commitment to open communication, open mindedness, equal opportunities and diversity.
* An ability to work flexibly to adapt to changing circumstances and demands and an ability to maintain resilience under pressure.
* An inclusive team player.
* Proven ability to work as an effective member of a team.
* Customer focused, with solution driven approach.
* Team player.
* This post is designated as a casual car user
 | All by A/I |

**** 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 **Liberata Employee Services Team on 01905 947446**

**Shared Services on 01905 947446**