

Job Title: Legal Officer (Rights of Way)

Grade: 7

Our Vision

We have a clear vision for Staffordshire - an innovative, ambitious and sustainable county, where everyone has the opportunity to prosper, be healthy and happy

Our Outcomes

We want everyone in Staffordshire to:

- Have access to more good jobs and share the benefit of economic growth
- Live in thriving and sustainable communities
- Be healthier and more independent for longer

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, which sits within the remit of the Director for Corporate Services. It plans and 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 determined by the My Performance Conversation process.

Reporting Relationships

Responsible to: Team Senior Solicitor/Legal Executive

Responsible for: None

Key Accountabilities:

- 1.** Undertake legal case work relevant to qualifications and experience and under supervision of appropriate mentor.
- 2.** Complete a range of legal work delegated by other staff to contribute to the overall effectiveness of the work stream.
- 3.** Work with clients to advise and guide their actions in order to facilitate successful solutions and outcomes.
- 4.** To assist other colleagues over a range of appropriate case related work.
- 5.** To comply with employee's health and safety responsibilities.
- 6.** To carry 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
	Qualifications <ul style="list-style-type: none"> • CILEX Paralegal or equivalent essential. • Excellent written and communication skills. • Good ICT/WP skills. • Presentation/Training skills. 	All A/I/T
	Knowledge and Experience <ul style="list-style-type: none"> • Ability to take on responsibility of appropriate complex files. • Knowledge of County Council procedures and practices. • Detailed understanding of relevant legislation. • Analytical and problem solving skills. • Experience handling difficult and challenging people/situations. • Experience analysing and evaluating conflicting information. • Ability to motivate and/or train other members of staff. • Ability to deal with confidential and sensitive information in a professional manner. • Experience of decision making. • Experience of managing competing demands to deadlines. • Experience of handling money and/or dealing with financial transactions. • Attention to detail/accuracy. 	All A/I/T
	Skills <ul style="list-style-type: none"> • Ability to work under pressure. • Ability to work on own initiative. • Customer focused, with a solutions driven approach. • Ability to manage competing demands within tight deadlines. 	All A/I/T

This post is designated as a casual car user.



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.

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