Job Title

**Legal Business Officer (Casework)**

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: Business Team Manager (Legal)

Responsible for: (Not applicable)

**Key Accountabilities**

* Specialise in any given area of legal discipline providing legal administrative support to lawyers and the conduct of their caseloads, legal office systems and processes in accordance with Legal Services’ professional responsibilities.
* To conduct complex legal casework at a grade commensurate level to support the function of Legal Services Unit and progression of case files across the Legal Services Unit.
* Process invoices on behalf of Legal Services Unit fee earners and to liaise with colleagues in Accounts Payable.  To investigate, challenge and check the accuracy of any invoices submitted for payment to ensure that there is no discrepancy, duplication and double payments and to ensure that accounts are properly payable.
* Assist with the collation and preparation of Court Applications including obtaining statements from the client department and partner agencies and the drafting of other documentation to the court.  To advise the client department in relation to what documentation is required to support a fully compliant application.
* Support Legal Services’ selling services objectives including the design, drafting and preparation of marketing material, and business development meetings with clients.
* Liaise with a variety of professionals including customers, courts, and external lawyers.  To work directly with service users and customers to ensure that the high standards of Legal Services Unit client care are adhered to.   Managing direct calls from customers including service users and assessing risks identified in those calls and directing calls as appropriate.
* Undertake research on topical legal matters, points of law and practice to support lawyers in the conduct of their work.
* Positively engage with ongoing professional development and training in support of Legal & Democratic Services’ aims and objectives.
* Adherence to Legal Services’ Lexcel Law Society Practice Management Standard practices and procedures.  Contribution to the process of securing re-accreditation as and when required through the effective maintenance of systems.
* Undertake such other duties as may reasonably be required commensurate to the overall grading of this post.

This post is designated as a casual car user.

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*** Two A levels in any subject/One A Level in Law or equivalent experience in a relevant field.
 | A |
| **employer_small****employer_small** | **Knowledge and Experience*** Demonstrable experience in a relevant environment.
* Ability to take responsibility for legal case files at an appropriate level commensurate with Grade.
* Understanding of the theory and principles underpinning legal work.
 | All by A/I |
| **employer_small****employer_small** | **Skills*** An understanding of the law relating to the role.
* Ability to work effectively to deadlines, under pressure, whilst maintaining an excellent standard of work.
* Effective interpersonal skills with the ability to develop good working relationships at all levels that generate confidence and trust.
* Effective oral and written skills.
* Good level of IT literacy and the confidence to use IT systems.
* Attention to detail.
* Demonstrate analytical and problem solving skills.
* Ability to work on own initiative.
* Customer and commercially focused, with a solutions driven approach.
* Integrity and trustworthiness.
* Team player.
 | 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 **Recruitment Team on 01905 947446**

**Shared Services on 01905 947446**