

## Paralegal Grade 6

### **About the Service**

Staffordshire Legal Services is a support service within the Finance & Resource 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.

### **About the Role**

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.

## **Reporting Relationships**

**Responsible to: Senior Team Lawyer**

**Responsible for: N/A**

## **Key Accountabilities:**

- 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.
- 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.
- Support wider areas of the Legal Services Unit (LSU), with legal administrative work, when workloads dictate, with the required training and appropriate supervision.
- Undertake research on points of law or practice when required in order to support the service delivery to the client departments.
- Support Team Seniors with any administration of the wider teams, when required.
- 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 reaccreditation as and when required.
- Undertake training as required by the training plan and facilitating in service training of other staff members when necessary.

- Handle confidential data sensitively and securely in accordance with policy and statutory requirements.
- Comply with employee's health and safety responsibilities.
- Contribute positively to Staffordshire Legal Services' marketing and selling services commercial activities when required.
- Responsibility for carrying out such other duties as may reasonably be required

## Person Specification

### Qualifications/Professional membership

- 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
- A Level Law preferred Law degree (desirable)

### Knowledge and Experience

- Demonstrate a basic understanding of the law relating to the role
- 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

### Skills

- 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
- 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

**This post is designated as a Casual Car user**

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