

## Job Description

<b>Department:</b>	Law and Governance
<b>Division/Section:</b>	Legal Services
<b>Job Title:</b>	Legal Officer
<b>Post No:</b>	
<b>Grade:</b>	8
<b>Reports to:</b>	Senior Lawyer (Child Protection)
<b>Organisation Chart:</b>  <b>Show immediate manager and any jobs reporting to this post.</b>	<pre> graph TD     HOS[Head of Service Legal Services &amp; Deputy Monitoring Officer]     PL1[Principal Lawyer Litigation &amp; Land Charges x 1]     PL2[Principal Lawyer Commercial, Contracts &amp; Procurement x 1]     PL3[Principal Lawyer Property Planning &amp; Highways x 1]     PL4[Principal Lawyer Child Protection &amp; ASC x 1]     SL1[Senior Lawyer Litigation x 2]     SL2[Senior Lawyer Commercial, Contracts &amp; Procurement x 2]     SL3[Senior Lawyer Property x 2]     SL4[Senior Lawyer Child Protection x 4]     LO1[Legal Officer Litigation x 2 Direct report to above]     LO2[Legal Officer Commercial, Contracts &amp; Procurement x 2 Direct report to above]     LO3[Legal Officer Property &amp; Planning x 2 Direct report to above]     LO4[Legal Officer Child Protection x 4 Direct report to above]     SL5[Senior Lawyer Education x 1]     SL6[Senior Lawyer Commercial, Contracts &amp; Procurement x 4]     SL7[Senior Lawyer Planning &amp; Highways x 3]     SL8[Senior Lawyer Property &amp; Planning x 1]     SL9[Senior Lawyer Property x 2]     PL7[Property Lawyer x 1]     SL10[Senior Lawyer Child Protection x 1]     SL11[Senior Lawyer Adult Social Care &amp; Education x 1]     AL1[Assistant Lawyer Litigation x 2]     LCO[Land Charges Officer x 1]     LCA[Land Charges Assistant x 1]      HOS --- PL1     HOS --- PL2     HOS --- PL3     HOS --- PL4     PL1 --- SL1     PL2 --- SL2     PL3 --- SL3     PL4 --- SL4     SL1 --- LO1     SL2 --- LO2     SL3 --- LO3     SL4 --- LO4     SL1 --- SL5     SL2 --- SL6     SL3 --- SL7     SL4 --- SL8     SL3 --- SL9     SL3 --- PL7     SL4 --- SL10     SL4 --- SL11     SL1 --- AL1     LCO --- PL1     LCA --- PL1 </pre>
<b>DBS Check applicable?</b>	<b>Basic</b> <input type="checkbox"/> <b>Standard</b> <input type="checkbox"/> <b>Enhanced</b> <input type="checkbox"/> <b>None</b> <input checked="" type="checkbox"/>
	<b>Is post exempt under the Rehabilitation of Offenders Act 1974 in respect of declaration of spent convictions?</b>  <b>Yes</b> <input type="checkbox"/> <b>No</b> <input checked="" type="checkbox"/>
<b>Line Management</b>	<b>No. of direct reports:</b> None <b>No. of indirect reports:</b> None

<b>responsibility for:</b>	
<b>Size of budget:</b> (Per annum)	None
<b>Job Purpose:</b>	To assist and support individual legal teams within legal services to provide a comprehensive and cost effective legal service

#### **Main Duties and Responsibilities:**

<ul style="list-style-type: none"> <li>• Undertake case work as directed by a qualified lawyer</li> <li>• To acknowledge and prioritise conflicting practices with a range of client departments and authorities</li> <li>• To deal with general legal enquiries from client departments and other authorities</li> <li>• The preparation, drafting and issuing of various documentation and issues of proceedings e.g. in the High Court, County and Magistrates Courts and Single Justice Procedure Courts as directed and under the supervision of a qualified lawyer</li> <li>• Preparing and issuing statutory notices and orders and other forms of legal agreement of varying complexity as directed by and under the supervision of a qualified lawyer</li> <li>• To have accountability for dealing with sensitive and confidential matters relating to several authorities</li> <li>• Dealing and collating sensitive information including but not limited to matters relating to child protection cases, contractual documentation, employment documentation and debt recovery cases</li> <li>• Entering legal data and documentation on computer data systems, such as case management systems</li> <li>• Supporting the staff of the Legal Division and Client department e.g. undertaking research, clerical or such other duties as may be required</li> <li>• Maintain good working relationships with other members of the Directorate, with Councillors, managers and other Directorates of the Council and other external professional bodies</li> <li>• Oversee the management of the Election Deed Database and Virtual Deed Store, ensuring accuracy and up to date records of Council assets and contractual documents</li> <li>• Undertake such other tasks within the level of responsibility for the post as may from time to time be assigned by an appropriate manager of qualified lawyer</li> <li>• To manage priorities of work which needs to be undertaken across several authorities when required</li> <li>• To actively contribute to the implementation of new or improved working practices to advance the quality of legal services offered to clients and make effective use of case management systems</li> <li>• To act as the superuser for the respective team for the department case management system</li> <li>• To take instruction from various parties in respect of matters when necessary</li> <li>• Personal responsibility to meet demands of day to day work and take responsibility to prioritise duties</li> <li>• To deal with verification of documents in relation to Court applications or agreements when required</li> <li>• Attend Court as necessary for preparation and issue of legal proceedings</li> <li>• To take a collaborative approach to assist other Legal Officers as necessary to meet the demands of the team whilst also using own initiative to prioritise individual responsibilities in day to day matters</li> </ul>	
<b>Generic Responsibilities:</b>	<p>To carry out all responsibilities with regard to the Council's Equalities Policy and Procedures and Customer Care Policy.</p> <p>To comply with all Health &amp; Safety at work requirements as laid down by the employer.</p> <p>The council is committed to safeguarding and promoting the welfare of children and</p>

	vulnerable adults and expects all staff and volunteers to share this commitment.
<b>Flexibility Clause:</b>	Other duties and responsibilities express and implied which arise from the nature and character of the post within the department (or section) mentioned above or in a comparable post in any of the Organisation's other sections or departments.
<b>Variation Clause:</b>	<p>This is a description of the job as it is constituted at the date shown. It is the practice of this Authority to periodically examine job descriptions, update them, and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Head of Service and or Director of Legal and Governance in consultation with the postholder.</p> <p>In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the Head of Service reserves the right to make changes to your job description following consultation.</p>

**DATE:** April 2024      **COMPLETED BY:** Interim Director Legal & Governance

## Person Specification

<b>Job title:</b>	Legal Officer	<b>Directorate:</b>	Law and Governance
<b>Grade:</b>	8	<b>Service / Team:</b>	Legal Services
<b>Date:</b>	April 2024	<b>Completed by:</b>	Interim Director Legal & Governance

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
<b>KNOWLEDGE</b>	<p>Knowledge of current legal practice in areas of one or more of the following:</p> <ul style="list-style-type: none"> <li>• Commercial, Contracts and Procurement</li> <li>• Litigation/Debt Recovery</li> <li>• Education</li> <li>• Employment</li> <li>• Property</li> <li>• Planning and Highways</li> <li>• Child Protection</li> <li>• Adults Services</li> </ul>	
<b>SKILLS &amp; ABILITIES</b>	<p>Effective communication skills both oral and written</p> <p>Ability to research legal queries and analyse information</p> <p>Ability to work in a team</p> <p>Ability to undertake heavy workload and meet prescribed deadlines</p> <p>Attention to detail, ability to obtain and record information accurately and to check all work to assure quality</p> <p>Ability to use own initiative to plan and complete tasks to meet the needs of the team</p> <p>Ability to work in accordance with the Division's quality initiatives and procedures</p> <p>Ability to work effectively in a public authority where powers and duties are regulated</p> <p>A consultative approach to decision making when appropriate, ability to recognise cases</p>	

	where guidance is required	
<b>EXPERIENCE</b>	Experience of working in a legal office  Experience of Microsoft Office applications	
<b>QUALIFICATIONS</b>	Should have a reasonable level of education to at least GCSE standard A-C or equivalent	Qualification in law or legal practice
<b>PERSONAL CIRCUMSTANCES</b>		
<b>EQUALITY</b>	Candidates must demonstrate understanding of, acceptance and commitment to the principals underlying equal opportunities	
<b>CUSTOMER CARE</b>	Knowledge and understanding of effective customer care	