

# Job Description

## Senior Paralegal

### Level: 9

**Responsible To:**

Legal Services Team Leader

**Responsible For:**

NA

**About the job:**

To assist in the provision of an efficient legal service to the councils and any partners to whom the councils provide services, and to develop and maintain effective relations with client departments and elected councillors.

**Role:**

To provide legal services as allocated by the Shared Services Legal Team Leader across the range of council functions.

Under the supervision of the Shared Services Legal Team Leader to have conduct of casework for client departments as required.

To attend appropriate meetings as required.

To clerk Counsel in the courts.

To draft and interpret legal documents to include but not be limited to informations, complaints, particulars of claim, Briefs to Counsel, Court Bundles, leases, licences to occupy, contracts, transfers, easements and section 106 agreements.

To undertake advocacy in courts and tribunals.

To instruct external solicitors and Counsel as necessary

To keep up to date with developments in law and practice and share with client departments and to provide advice to client departments

To contribute to reports for elected members

To prepare responses to Freedom of Information requests and provide appropriate advice

To support and cover for other staff and to make an effective contribution to the operation of Legal Services.

To abide by the objectives and targets of both the Team and the Service, and follow the procedures and practices utilised in all aspects of the work, including computerised and manual systems and the maintenance of relevant records

### **Responsibilities:**

#### **Team:**

- You will work with your colleagues to prioritise team objectives over individual objectives.
- You will support and respect your colleagues at all times.
- You will work together to share knowledge and experiences to improve your service.
- You will participate in development activities as required.

#### **Corporate:**

- You will carry out your duties and responsibilities in line with the Health & Safety Policy and associated legislation.
- You will actively engage with customer care, value for money and performance management.
- Your duties will be carried out in line with our equality scheme.
- You will be compliant at all times with GDPR and data protection legislation.
- You will constructively participate in communication and promotional activities.

#### **Organisational:**

- You will be prepared to take on responsibilities and projects that may be outside of your normal work area but are relevant to your role.
- You will support an inclusive culture which provides opportunities for everyone to participate and progress.
- You will support effective relationships across all Directorates, with stakeholders and external partners to ensure the Council's priorities and objectives are met.
- You will positively promote and represent the Council at all times.

## What the successful candidate will have:

### Qualifications

- 5 GCSE's (including English and Mathematics)
- Educated to Degree level
- Higher Professional Qualification (e.g. Legal Practice Course, ILEX or equivalent)
- A current full driving licence or equivalent mobility

### Experience

- Experience of working within a legal department
- Experience of working in a local authority environment (preferred but not essential)
- Experience of advising in relation to and undertaking work in one or more of the following areas:
  - Contracts
  - Public Procurement Law
  - Property Law
  - Civil Litigation
  - Criminal Litigation
  - Planning Law
  - Licensing/Regulatory Law
  - Debt Recovery

### Skills & Abilities

- Excellent oral communication and interpersonal skills
- The ability to work as part of a team to deliver excellent services
- A willingness to take appropriate responsibility and act on own initiative
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## You will play a key part in our organisational culture:

**FORWARD THINKING** – Plans and prioritises effectively deciding what to do and what not to do

**RESPECT** – Is visible and approachable with colleagues

**PROFESSIONAL** – Demonstrates an awareness of the political context in which decisions are made

**PRIDE** – Creates a positive and upbeat culture amongst colleagues

**ONE TEAM, ONE COUNCIL** – Builds effective relationships outside their immediate team