

## PROPERTY TEAM LEGAL ASSISTANT CAREER GRADE MATRIX

| Scale          | Abilities   | Range and Complexity of Duties  |
|----------------|---|---|
| <b>Scale 4</b> | <p><b>Ability to communicate effectively both verbally and in writing</b></p> <p><b>Basic understanding of legal process</b></p> <p><b>Ability to produce accurate work competently</b></p>   | <p><b>Process of routine cases</b></p> <p><b>Managing own caseload under close supervision</b></p> <p><b>Decision making on own caseloads under close supervision and direction</b></p>   |
| <b>Scale 5</b> | <p><b>As Scale 4 plus: -</b></p> <p><b>Ability to undertake research and report back</b></p> <p><b>Ability to work effectively under pressure</b></p> <p><b>Ability to meet deadlines</b></p> | <p><b>As above plus: -</b></p> <p><b>Managing and prioritising own caseload under supervision</b></p> <p><b>Drafting legal documents under supervision</b></p>  |
| <b>Scale 6</b> | <p><b>As Scale 5 plus: -</b></p> <p><b>Ability to work with minimum supervision</b></p> <p><b>Ability to cope with increasing caseload and responsibility in the level of matters</b></p>     | <p><b>As above plus: -</b></p> <p><b>Managing, prioritising and decision making on own caseload with minimum supervision</b></p> <p><b>Undertaking complex and/or important and/or unfamiliar work with supervision where appropriate</b></p> <p><b>Increased understanding and analysis of legal issues</b></p> <p><b>Briefing Counsel where appropriate</b></p> |
| <b>Scale 7</b> | <p><b>As Scale 6 plus: -</b></p> <p><b>Ability to assist less experienced members of staff</b></p>  | <p><b>As above plus: -</b></p> <p><b>Decision making in respect of own caseload</b></p>   |

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|  | <p><b>Ability to act on own initiative</b></p> <p><b>Ability to recognise and appreciate when to refer to higher level of management</b></p> <p><b>Ability to work largely without supervision and to act on own initiative (subject to standard supervision requirements)</b></p> <p><b>Ability to assist in training, guidance and supervision of other legal staff</b></p> <p><b>Ability to undertake unfamiliar work quickly and effectively</b></p> | <p><b>Understanding and analysing complex legal issues</b></p> <p><b>Undertaking complex and/or important and/or unfamiliar work with occasional minimum supervision</b></p> <p><b>Drafting complex and/or important and/or unfamiliar legal documents</b></p> <p><b>Dealing with high profile or very important areas of work where not dealing with the work properly could have serious consequences for the Council financially, being unable to proceed with an important project or being damaging in terms of its reputation. This will involve advising other officers of the Council and attending meetings</b></p> |
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In addition to the above the Postholder will continue to work towards obtaining a legal qualification.

The line manager is responsible for deciding which cases are routine or complex. The complexity of a matter may increase as it progresses.

It is expected that criteria will have been met for a period of not less than twelve months before progression to the next grade is approved.