

## Job specification



**Job title:** Paralegal - Place  
**Service:** Resources and Contracts, Legal  
**Grade:** G5  
**Reporting to:** Group Lawyer - Place

### Your job

You will be part of a client focussed and outcomes driven legal and democratic function, you will operate in the areas of law of Land and Property including property related Housing and Land Charge, Major Projects and Regeneration, Contracts and Procurement, Planning and Highways, Regulation, General Litigation and Common Law matters. You will work with clients to assist them in their delivery of their service objectives and priorities and will provide advice, support and assistance to clients and other stakeholders as appropriate. You will attend court as appropriate and work collaboratively with colleagues across the Division to provide a high quality, efficient and professional legal and democratic service. You assist in the delivery of service objectives, client satisfaction and performance targets.

The Council is committed to complying with the European General Data Protection Regulations (GDPR) and meeting the requirements of the Information Commissioner's office (regulating data protection compliance in the UK). It is your responsibility to ensure that the work you undertake is compliant with the General Data Protection Regulations.

### In this job you will

In the areas of law of Land and Property including property related Housing and Land Charge, Major Projects and Regeneration, Contracts and Procurement, Planning and Highways, Regulation, General Litigation and Common Law matters you will with appropriate supervision on an on-going basis:

- Handle a personal legal caseload and assist colleagues with their cases,
- Advise and prepare proceedings on behalf of the Council,
- Draft legal documents engaging in negotiations with parties,
- Attend court and meetings with committees, panels and officers,
- Provide legal advice to clients to assist them in the delivery of their objectives and priorities,
- Undertake legal research on behalf of colleagues,
- Support the delivery of a service which provides value for money, is efficient and has high levels of service delivery,
- Contribute to quality assurance policies and procedures within the service,
- Update and use appropriate systems.
- Ensure you operate within GDPR guidelines by regularly reviewing data held and destroying information in line with retention schedules

## In this job you will need

You must be able to demonstrate the following essential requirements:

- Degree in Law (2:2 or above) or Level 3 CILEX or significant experience of working in a busy legal environment in the areas of law detailed above,
- Be able to provide legal advice to assist and guide clients when making decisions,
- Be able to advise, prepare and conduct proceedings on behalf of the Council,
- Be able to draft legal documentation and engage in negotiation with parties as appropriate,
- Be able to operate in a pressurised and deadline driven environment,
- Be positive, accountable and courageous in delivering the service priorities and clients objectives,
- Well-developed skills to influence and persuade decision-makers using written and verbal reasoning which is based on fact,
- A commitment and understanding of diversity and equality.

## Our culture

For us, it's not just about all we achieve as an organisation, but how we do it. Therefore, all employees are expected to display our **Be Wigan** behaviours.

**Be Positive... take pride in all that you do**

**Be Accountable... be responsible for making things better**

**Be Courageous... be open to doing things differently**

**Be Kind... be helpful, generous and thoughtful towards yourself and others**

Individuals with line management responsibilities are also expected to ...

**Inspire... lead by example and help others to see the big picture**

**Care... show genuine concern for people as individuals and value their contributions**

**Engage... I connect with others both within and beyond the organisation**

## Staff Deal

Our Staff Deal is an informal agreement with all staff. It outlines what you can expect from us, and in return what we expect from you

### **Our part**

- Provide strong, honest and visible leadership
- Reward your commitment and hard work
- Care for your health and well being
- Listen to you and put your ideas into action
- Support you to give something back
- Offer opportunities to learn and grow
- Be one team, one council
- Believe in you

### **Your part**

- Listen, be open, honest and friendly
- Be efficient, flexible and professional
- Care for your health and stay active
- Tell us how we can improve
- Give something back whenever you can
- Take opportunities to learn and grow
- Be one team, one council
- Believe in yourself and our borough