

Job Description

Job Title	Legal Officer
Directorate	City Law & Governance
Service Area	Legal Services
Grade	7
Competency Level	1
Salary	£38,223 to £43,421
Job Type	Hybrid
Location	Cunard Building
Disclosure and barring service (DBS)	Not Required
Job Evaluation Ref No	A8767

Job Purpose

- To be responsible for supporting lawyers across Legal Services. Postholders will work across the Legal Service but are likely to be allocated to a single specialist team at any one time.
- To supervise the work of legal assistants.
- To contribute to the effective operational management of the team in order to deliver a high quality and cost-effective legal service.

Directly Responsible For:

- N/A

Directly Responsible To:

- Senior Lawyers

Main Areas of Responsibility:

- To carry out casework instructions received from lawyers and have personal responsibility for assisting with the progress of cases ensuring value for money and efficient use of resources
- Provide support such as issuing applications, obtaining and organising documentation to meet the requests of the court, providing support to clients, assisting with the creation of bundles
- Responsible for the filing of such documentation within proceedings.
- To ensure effective diary management to ensure that court directions are complied with in a timely manner
- To assist with the drafting of legal documents / applications as required.
- To deal with straightforward casework and, where required, appear at court/tribunals on behalf of the Council ensuring that the Council's position is represented in the most cost effective and efficient manner
- Prepare reports, documents, minutes and correspondence on behalf of lawyers, taking notes at meetings/hearings as required
- Plan and prioritise allocated work efficiently
- To pick up casework arising in their respective teams during peak times or where additional resources are required to meet demand
- To provide support to other teams if requested to do so
- To work flexibly and collaboratively with their own team and across the wider legal service as required
- To have responsibility for ensuring that support staff undertake tasks allocated within set timescales

- Ensure effective operational use of all service resources by regularly reviewing working methods, systems and equipment
- To assist with the collection of data/information to support the Senior Lawyers and Heads of Law
- To proactively maintain and improve client relationships
- To act in accordance with and promote the Nolan Principles in the council
- To externally commission legal work for the Council where required, ensuring value for money and high-quality advice and representation is received
- To keep up to date with current and future law and practice affecting the Council
- To be flexible with regards to working hours to ensure that service needs and client requirements are met
- This job description is not intended to be either prescriptive or exhaustive, it is issued as a framework to outline the main areas of responsibility at the time of writing. The job holder will carry out such other tasks as may reasonably be required

Supervision and Management Responsibility:

- Ensuring activities are planned and matters are delegated effectively to legal assistants
- Ensuring that legal assistants undertake allocated tasks in a timely manner and to a high standard

Budget and Financial Responsibility:

- Being accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact
- Ensuring that use of external counsel / legal advice is not commissioned unless necessary and in accordance with agreed procedures

Social Value Responsibility:

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities

Physical Demands of the Job:

- This role will require using a computer and sitting at a desk for prolonged periods of time

Corporate Responsibility:

- Contribute to the delivery of the Council Plan
- Delivering and promoting excellent customer service, externally and internally
- Commitment to customer excellence and learning from feedback in the drive for continuous improvement
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's health & safety policies

Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency level **1**

[The competency framework can be found here.](#)

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.

Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

Qualification and training

ESSENTIAL

- Law Degree, CFILEX (or working towards the same) or demonstrable experience of working within a legal environment (A)

DESIRABLE

- Good working knowledge and understanding of the law and procedure relating to the relevant area of specialism (A/I)

Experience

ESSENTIAL

- Excellent communication skills both orally and in writing. (A/I)
- Excellent drafting skills (A/I)
- Experience of Office 365 applications effectively and good keyboard skills preferably experience of legal case management systems (A/I)
- Ability to analyse and solve a variety of complex problems with minimal supervision (A/I)
- Ability to work under pressure and meet deadlines on a diverse caseload (A/I)
- Ability to develop good working relationships with managers and officers (A/I)
- Ability to recognise and manage legal and corporate risk in cases (A/I)
- Ability to work collaboratively at all levels and in a non-hierarchical way (A/I)
- Ability to be proactive and have the energy, commitment and resolve necessary to get the job done (A/I)

Commitment

- A commitment to acting in line with the Nolan Principles and the Council's statutory duties.
- A commitment to adhering to the Council's diversity and inclusion policies.
- A commitment to gaining a greater understanding of the workings of Local Government Law and Practice.