



Job description	
Job title	SENIOR LEGAL ASSISTANT (PEOPLE)
Grade	L – Q
Directorate	RESOURCES
Section/team	LEGAL SERVICES (PEOPLE TEAM)
Accountable to	SENIOR SOLICITOR – PEOPLE
Responsible for	LEGAL ASSISTANTS – ADULT AND CHILDREN'S SOCIAL CARE
Date reviewed	DECEMBER 2024

### Purpose of the Job

The Knowsley Legal People Team is dedicated to providing comprehensive legal advice and support across the Council. Our primary focus is on addressing the needs of Children's and Adults Social Care, ensuring robust legal frameworks are in place to support and protect our community's most vulnerable members.

### This role will provide the successful candidate with the opportunity:

- To make a significant impact on the lives of children and adults in the community.
- To work within an enthusiastic, supportive and dynamic legal team.
- Of career progression opportunities through a structured grading system.
- To develop their legal knowledge and skills and be exposed to the most complex areas of law found in local government safeguarding.

### Role Overview:

The main focus of this role is to provide responsive and expert legal support to the Children's and Adults Social Care departments with a focus upon the support provided to solicitors in their functions of obtaining court orders as instructed by the client departments.



### **Key Responsibilities:**

Your key responsibilities will be dependant upon your employment grade. It is anticipated that your responsibilities will develop alongside your career progression.

### **Qualifications and Experience:**

To be successful in this role, you will need to demonstrate how you meet the criteria outlined below at both the application and interview stages. This position is career-graded, with progression opportunities from Grades L to Q based on experience and performance.

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- **Grade L:** Demonstrate experience relevant to Grade L criteria.
- **Grade N:** Demonstrate experience relevant to Grade L - N criteria.
- **Grade Q:** Demonstrate experience relevant to Grade L - Q criteria.

### **Application Instructions:**

Please specify the grade level you are applying for in your application. Once in post, you will have the opportunity to progress through Grades L – Q as you build your experience.

### **Duties and Responsibilities**

This is not a comprehensive list of all the tasks, which may be required of the successful candidate. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

To provide sound, proactive and constructive legal advice and assistance to Council Officers, primarily relating to children's and adult's protection matters but also to other areas of litigation. The role will require the successful candidate to:

- Provide legal advice and oversee and manage a caseload encompassing the full range of public and private law Children Act cases.
- Work alongside the Public Law Officer to collect and collate statistical evidence for reporting and analysis.
- Maintain accurate record-keeping and data management for court files, ensuring the provision of high-quality evidence to the Courts.
- Attend and contribute to supervision sessions, appraisals, team meetings, and training programs as required.



## **Grade L**

- ILEX/degree in law or equivalent or extensive specialist knowledge of the areas of law
- Minimum of two years' experience in some of the above-mentioned matters.
- Work as part of Legal Services delivering an effective, efficient and professional legal service in respect of the Council's safeguarding functions.
- Provide supervision and guidance to a team of Legal Administrators that ensures excellent performance across the administrative team.
- Provide, under supervision, technical legal advice and information to clients on a day-to-day basis on interpretation of legislation.
- Prepare and draft documentation and issue of proceedings in the High, County and Magistrates Court.
- Considering and giving legal advice on sensitive information in accordance with the Data Protection Act 2018 the UK GDPR and other data protection legislation.
- Managing the competing demands of a caseload independently and that of the team of Legal Assistants.
- Providing support to the Adult Social Care Solicitor in progressing administrative (COPDOL11) and court applications.
- Instruct Counsel to advise, act or appear on behalf of the Council as and when appropriate and required and
- Representing the Council as required in non-contentious private law matters.

## **Grade N**

### **All grade L competencies, plus**

- Minimum of 4 years' experience in most, if not all, of the above mentioned matters;
- Obtain clear instructions from client departments and carry your own caseload of private law cases and, with supervision, to support applications for public law orders.
- Provide clear and understandable advice and interpretation of complex legal correspondence, reports and information, making recommendations where appropriate.
- Assist in the instruction of external contractors, such as Counsel, external solicitors, experts etc.
- Have care and conduct of a caseload of non-complex and some complex Children Act private law matters with minimal supervision.
- Develop efficient and effective working practices.
- Provide advice to clients and the team of Legal Assistants on complex areas of private law and procedure and areas of law and procedure to enable the supportive functions of Legal Assistants to Solicitors/Barristers.
- Carry out performance monitoring, collating progress reports and creating and collating client feedback: and



- Provide training, supervision and coaching to new and other staff within Legal Services.

### **Grade Q**

#### **All grade L – N competencies, plus**

- Be Qualified Solicitor or Barrister with good experience of the children, Family and Adults law.
- Conduct a complex caseload of public and private law work with minimal supervision.
- Ensure the allocated caseload is managed in accordance with established practice guidelines.
- Advise on the initiating and making of other associated appropriate applications relating to this area of work.
- Represent the Council and/or Legal Services and attend and advise at multi-disciplinary team meetings, client interface meetings and such other working groups and/or corporate groups as may be considered necessary and appropriate to support the client in the exercise of its functions.
- Appear on behalf of the Council as an advocate in a relevant court as appropriate.
- Provide advice in relation to all duties and functions of the Council in so far as it relates to Children's and Adults social care.
- Provide training for Elected Members and any service of the Council and/or any external client of Knowsley Legal Services or a Council partner as may be required; and
- Support the Council's pursuit of greater collaboration and co-operation (including shared services) between local authorities including the carrying out all of the duties and responsibilities set.

#### **Health and Safety**

- To use equipment as instructed and trained
- To inform management of any health and safety issues which could place individuals in danger

#### **Data Protection and Information Security**

- Implement and act in accordance with the Information Security Acceptable Use policy and Data Protection Policy,
- Protect the council's information assets from unauthorised access, disclosure, modification, destruction or interference,
- Report actual or potential security incidents.

#### **Knowsley Better Together – Staff Qualities**

The following qualities have been adopted by the Council and apply to all employees. You are expected to embrace and display these qualities.

- **Integrity.** You are required to be open and honest, maintain high standards of personal behaviour and display strong moral principles.



- **Accountability.** You must take personal responsibility for your actions and decisions and understand the consequences of your behaviour.
- **Communication.** You must listen and talk to others, taking account of other people's points of view. You should share information and strive to work together.
- **Respect.** You must treat people with care and dignity, observing the rights of other people, and helping and supporting others where you can.