Senior Legal Assistant Applicant Recruitment Pack

Sefton is a really great place to live and work

Sefton Council

Welcome

Hi,

We would like to thank you for your interest in the Senior Legal Assistant role.

This is an exciting and rewarding opportunity for someone who thrives on being organised, is approachable and wants to be at the heart of a busy and varied working environment.

You'll play a key role in keeping things running smoothly, bringing structure where it's needed, approaching every task with professionalism and a positive, can-do attitude. Confidentiality is essential in this role, and we're looking for someone who can be trusted to handle sensitive information with care, discretion, and integrity.

As a person, if you're someone who enjoys helping others, takes pride in delivering high-quality support, and brings energy, adaptability, and a genuine passion for making a difference, we'd be delighted to hear from you.

The Job Description and Person Specification for this role are included within the job pack. If you have any questions about the vacancy, please refer to the job pack for the appropriate contact details.

If, when you've finishing reading this pack, you like what you see, and Sefton's Vision and Values align to yours then we can't wait to hear from you.

Best of luck!

Sefton Council

Contents

About the Borough of Sefton 1
Our Vision and Values 2
Our Successes and Key Projects 2
An Inclusive Workplace 3
Liverpool City Region Fair Employment Charter 4
What We Can Offer You 4
About the Role 6
Top Tips on How to Apply 8
Application and Selection Information 9
Appendix A – Job Description and Person Specification 10

About the Borough of Sefton

Sefton is a confident and well-connected Borough, stretching from Bootle in the south to the coastal resort of Southport in the north. Home to more than 275,000 residents, Sefton encompasses a range of vibrant towns and communities, including Bootle, Litherland, Seaforth, Crosby, Formby, Maghull and Southport.

It is a fantastic place to live and work. As the northern-most Borough within the Liverpool City Region, Sefton offers a unique blend of beautiful coastline, countryside, attractive villages, thriving industrial areas and the busy Port of Liverpool.

With 22 miles of stunning coastline, Sefton is a leading coastal destination with a growing visitor economy. It is home to the iconic Antony Gormley *Another Place* installation, expansive beaches and protected sand dunes that support several rare species.

While each town and village has its own distinctive character, it is the people of Sefton who make the Borough truly special, creating diverse, welcoming and energetic communities in which to live, work, invest and visit.

Alongside its miles of golden sands, Sefton offers those who work here access to a world-renowned racecourse, prestigious golf courses, and National Trust nature reserves, ideal places to unwind, explore and enjoy leisure time.

The Borough benefits from excellent transport links, providing easy access to major North West cities including Liverpool and Manchester, and placing the Lake District and North Wales within reach for weekend breaks.

Whether you prefer vibrant town centres, friendly commuter towns, picturesque villages or stunning rural and coastal locations, Sefton offers a place to suit everyone. With house prices and rents typically lower than in neighbouring Liverpool and Manchester, you can enjoy coastal living while still being close to the buzz of city life.

Our Vision and Values

At Sefton Council, our vision is to deliver high-quality services that make a real difference to the lives of our residents, visitors, and communities. Everything we do is guided by a strong set of values that shape how we work and interact:

- **We put people at the heart of what we do** – ensuring our services are responsive, inclusive, and focused on improving lives.
- **We listen, value, and respect each other's views** – fostering a culture of collaboration and mutual respect.
- **We develop a culture of challenge, ownership, innovation, and improvement** – encouraging creativity and continuous development.
- **We are ambassadors for Sefton** – promoting the Borough positively and proudly representing our communities.
- **We are responsive and efficient** – delivering services that are timely, effective, and customer-focused.
- **We are clear about what we can and cannot do** – being transparent and honest in all our communications and actions.

These values underpin our commitment to excellence, inclusivity, and innovation, ensuring that Sefton remains a great place to live, work, and visit.

Our Successes and Key Projects

Sefton Council is proud of its recent achievements and ongoing commitment to delivering high-quality services. Our Adult Social Care services were recently graded Good by the Care Quality Commission (CQC), and our Children's Services also

achieved a Good rating from Ofsted. These successes reflect the dedication and professionalism of our teams and our focus on continuous improvement.

More recently, we are exceptionally proud to have been nominated and subsequently shortlisted by the Local Government Chronicle for the Most Improved Council 2026. These successes reflect the dedication and professionalism of our teams and our focus on continuous improvement and our desire to make a difference across the communities within the Borough of Sefton.

Alongside these achievements, Sefton Council is actively delivering a range of major capital projects that will transform the Borough and stimulate economic growth. These include the Marine Lake Events Centre in Southport, the Strand Shopping Centre redevelopment in Bootle, and exciting developments such as the Cove Resort and Enterprise Arcade in Southport. We are also proud to support cultural and community initiatives like Salt and Tar, Bootle's vibrant events space, which hosts live music, comedy, and family-friendly activities, bringing people together and boosting the local economy.

These projects form part of our strategic investment programme to attract private sector-led development and create vibrant spaces for residents and visitors. We work closely with local communities to ensure these projects reflect their needs and foster a sense of ownership and pride.

For more information on these projects and to stay updated on progress, visit the Sefton Council website at www.sefton.gov.uk

An Inclusive Workplace

We are committed to fostering an inclusive Council that reflects the diverse communities we serve. Our workforce brings a wide range of experiences and perspectives, and we value an environment where everyone feels respected, supported, and able to reach their full potential.

Sefton is proud to be the first local authority in the Liverpool City Region to achieve **Navajo** accreditation, recognising our commitment to LGBTQ+ inclusion. We are also a Disability Confident employer and continue to build a workforce that represents our communities.

We support several staff networks, including groups for Black and Ethnically Diverse colleagues, LGBTQ+ staff, women, disabled employees, and a Christian Workplace Group.

As an Equal Opportunities Employer, we base recruitment solely on skills, experience, and

suitability for the role. All applicants are treated fairly, and we have also recognised 'care experienced' as a protected characteristic within Sefton.

For more information, please refer to our Equality, Diversity and Inclusion Strategy

Liverpool City Region Fair Employment Charter

Sefton Council is proud to support the Liverpool City Region Combined Authority Fair Employment Charter, an initiative that promotes fair, healthy, inclusive, and just workplaces across the region. The Charter celebrates good employers and encourages the highest standards in employment practice, including fair pay, secure work, opportunities for progression, strong employee voice, and a commitment to staff wellbeing. By aligning with the Charter, we demonstrate our dedication to providing a fair day's pay for a fair day's work and to fostering an equitable and supportive working environment for all colleagues.

What We Can Offer You

- A supportive and collaborative working environment.
- An agile approach to working.
- Opportunities for professional development and career progression.
- A role where your work makes a real difference across the organisation.
- Flexible working arrangements supporting work-life balance.
- A strong commitment to equality, diversity, and inclusion.

You will benefit from a comprehensive local government employment package which includes the following:

- Competitive salary in line with NJC Local Government Pay Scales.
- Membership of the Local Government Pension Scheme (LGPS), providing a secure, defined benefit pension with employer contributions.

Annual Leave and Work-Life Balance

- Generous annual leave entitlement, 28 days annual leave rising to 33 days with 5 years continuous service.
- Additional public (bank) holidays.
- Flexible working options to support a healthy work-life balance, subject to service needs.
- Option to purchase additional annual leave.
- Sefton operate a 'Shut Down' period over the Christmas period which staff contribute four fifths of a week's pay over a 12-month period.

Learning, Development and Career Progression

- A comprehensive induction programme.
- Access to a wide range of training, apprenticeships, learning, and development opportunities.
- Support for professional development and role related qualifications.
- Opportunities to develop your career within a large and diverse local authority.

Health, Wellbeing and Support

- Enhanced sick pay scheme.
- Employee wellbeing initiatives and access to occupational health support.
- Policies that promote physical and mental wellbeing in the workplace.

Family-Friendly and Inclusive Policies

Our family-friendly policies and flexible working arrangements help staff maintain a healthy work-life balance.

- Family friendly policies, including enhanced maternity, paternity, adoption, neonatal care and special leave to support with time off work to deal with issues when life events happen.
- A strong organisational commitment to equality, diversity, and inclusion.
- Reasonable adjustments and support to enable disabled employees to thrive.

Foster Friendly Employer Commitment

Sefton Council is proud to be a *Foster Friendly* organisation as recognised by The Fostering Network. We actively support employees who are foster carers or who are applying to foster by offering flexible working arrangements, paid time off for fostering-related meetings and training, and a workplace culture that recognises the vital role foster carers play in our communities.

This commitment helps ensure carers can balance fostering responsibilities alongside career, and reflects our dedication to supporting children, families, and those who care for them.

Additional Benefits

- Access to salary sacrifice and employee benefit schemes (where applicable).
- Opportunities to contribute to meaningful work that supports local communities.
- A supportive, values led organisational culture.
- Free parking at office bases (dependent upon the work location).

About the Role

A Senior Legal Assistant is required to assist the lawyers in the adult social care team. The successful applicant will have relevant legal qualifications and/or experience in a legal team dealing with social care matters.

What will you be doing?

The role will require you to support the provision of legal services to the client department including:

- Attend meetings, courts, tribunals or other forums to take notes or transcripts of proceedings;
- Case management and bundling – to include assembling bundles, indexing and paginating digital and where necessary physical court bundles for hearings;
- Provide support to lawyers when issuing applications, obtaining and organising documentation to meet the requests of the court;
- File documentation within proceedings;
- Ensure effective diary management to ensure that court directions and other deadlines are complied with in a timely manner;
- Plan and prioritise allocated work efficiently;
- Provide support to other teams if requested to do so;
- Be flexible with regards to working hours to ensure that service needs and client requirements are met;
- Carry out such other tasks as may reasonably be required.

Please see **Appendix A (page 10)** for a full copy of the Job Description and Person Specification.

Top Tips on How to Apply

Submitting a strong application gives you the best chance of progressing to the next stage of the recruitment process. The following guidance applies to all roles and will help you prepare a clear, compelling application:

1. Read the Job Description and Person Specification Thoroughly

- Make sure you understand the key duties, expectations, and essential criteria.
- Use the person specification as your guide when writing your application.

2. Provide Clear Evidence of Your Skills and Experience

- Show *how* you meet the criteria using specific, real examples.
- Consider using the **STAR method** (Situation, Task, Action, Result) to structure your responses.

3. Tailor Your Application

- Avoid generic statements. Focus on experience that directly relates to the role you are applying for.
- Demonstrate how your strengths align with the organisation's values and priorities.

4. Highlight Your Achievements

- Include examples of work you are proud of or significant contributions you have made in previous roles.
- Emphasise impact – improvements, efficiencies, positive outcomes, or innovations.

5. Be Clear About Qualifications and Training

- List all relevant qualifications and professional training, including dates and awarding bodies.
- If you are working towards a qualification, include expected completion dates.

6. Showcase Transferable Skills

- Skills such as communication, teamwork, problem-solving, digital literacy, and organisation are valuable across all roles.

- Provide examples that demonstrate these effectively.

7. Check Your Application Carefully

- Review your responses for clarity, spelling, and completeness.
- Ensure all sections of the application form have been filled in fully.

8. Submit Your Application Before the Deadline

- Note the closing date and allow plenty of time to prepare your application.
- Late submissions usually cannot be considered.

9. Prepare for Potential Next Steps

- If shortlisted, you may be invited to an interview, assessment task, or presentation.
- Be ready to discuss your experience, approach to work, and examples of how you meet the role's requirements.

Application and Selection Information

The closing date for this vacancy is **Friday 30th October 2026.**

Provisional interview date: **Thursday 5th November 2026**

We are an Equal Opportunities Employer; all candidates will receive equal treatment. Our decision to appoint will be based upon whether an individual's skills, experience, qualifications, and abilities make them the most suitable candidate for the role.

All disabled and care experienced applicants will be offered an interview where they meet all essential criteria on the person specification.

Please ensure that you meet all the essential criteria outlined in the person specification before submitting your application. Only applicants who demonstrate that they meet all essential criteria will be considered and invited to interview.

Appendix A – Job Description and Person Specification

SEFTON METROPOLITAN COUNCIL

JOB DESCRIPTION

Department: Corporate Resources

Location: Magdalen House, Bootle

Section: Corporate Legal Services

Post: Senior Legal Assistant – Adult Social Care

Grade: G

Responsible to: Senior Lawyer

Responsible for: Nil Staff

CONTEXT

Corporate Legal Services is comprised of four legal teams with administrative support:

The Contracts and Employment Team provide legal services on a range of contract, procurement, commercial law, and governance matters.

The Litigation and Regulatory Team provide legal services primarily in relation to regulatory matters including litigation, information compliance, prosecutions, environmental health, licensing, and debt recovery.

The Children and Social Care Team provide legal services primarily in relation to child protection, adoption, education, adult social care, mental health and youth justice.

The Property and Planning Team provide legal services primarily in relation to property and planning matters

The Service operates in an agile office environment.

JOB PURPOSE

- To contribute to the provision of an efficient and effective legal service with a commitment to continual improvement and performance management.

- To have care and conduct of a caseload, (including advocacy if applicable to the role) , drafting and/or negotiating for cases within the areas of responsibility of the team with limited supervision.

MAIN DUTIES

1. To apply knowledge and understanding of at least one specialist legal subject and associated Council policies and procedures that are covered in the work of the team that the post holder will manage.

2. To analyse, form judgements, and/or interpret varied information/situations with a view to producing solutions and/or strategies.

3. To exercise influencing, negotiating, persuasive and/or advocacy skills.

4. To give concise and accurate advice in both complex and contentious situations orally and in writing. To tailor the information to suit the needs of those receiving the information.

5. To be able to use IT and office equipment and software to produce documentation necessary for the role.

6. To demonstrate both initiative and discretion, in the application of the law, council policies and procedures. The work, particularly in court and in public meetings, involves using discretion and initiative with little access to senior officers. The post holder is however, subject to the general managerial direction of the Senior Lawyer.

7. To co-ordinate and/or prepare information for report writing, presenting to court, presenting to officers from across the Council's hierarchy.

8. To manage work related pressures from deadlines, interruptions, and the caseload and balance those conflicting demands of the job.

9. To manage relationships and situations tactfully, sensitively professionally and diplomatically.

10. To ensure that the caseload is conducted in accordance within established systems so that it meets best practice in respect of the quality of legal service, is a valued service by clients, cost effective and actively manages risk.

11. To ensure inter alia that current cases and/or trends in Sefton's cases, new legislation and/or emerging case law are made known to the Senior Lawyer.

12. To ensure that the Senior Lawyer is aware of all expenditure from client budgets for external legal spend and associated experts.

13. To have responsibility for the production of documents, records etc either by the post holder and/or by team members where accuracy, confidentiality and security of the documentation are important.

14. To attend court and meetings as necessary (if applicable to the role).

QUALIFICATIONS /OR EXPERIENCE

See Person Specification

SPECIAL CONDITIONS

a) Requirement to work flexible hours and provide out of hours advice as necessary
b) Flexibility to attend hearings or other meetings which are held in the evenings and at venues throughout the Borough and outside the Borough
c) Prepared to relocate offices within the Borough if necessary
d) CRB check if required

GENERAL REQUIREMENTS

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading.

All staff have a duty to take care of their own health & safety and that of others who may be affected by your actions at work. Staff must co-operate with employers and co-workers to help everyone meet their legal requirements.

The Authority has an approved equality policy in employment and copies are freely available to all employees. The post holder will be expected to comply, observe and promote the equality policies of the Council.

Since confidential information is involved with the duties of this post, the postholder will be required to exercise discretion at all times and to observe relevant codes of practice and legislation in relation to data protection and personal information.

The appointed person will be expected to work flexibly and the exact nature of the duties described above is subject to periodic review and is liable to change.

The appointed person will be expected to undertake, and participate in training, coaching and development activities, as appropriate to the role.

Note: Where the postholder is disabled, every reasonable effort will be made to support all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job.

PERSON SPECIFICATION

Post: Senior Legal Assistant Post No. POSN000949

Department: Corporate Legal Services Division: Adult Social Care Team

Personal Attributes Required (considerations)	Essential (E) Or Desirable (D)	Method of Assessment (suggested)
QUALIFICATIONS/TRAINING Legal qualification such as ILEX or law degree and / or experience of working in a legal practice/Local Authority Legal department	E	AF / I

EXPERIENCE		
Working knowledge of legislation relating to adult social care	D	AF / I
Working as part of a team, to assist others with administrative and professional work, to achieve team objectives and adhere to court imposed timetables	E	AF / I
Experience of working in local government	D	AF / I
Experience of advocacy	D	AF / I

SKILLS/KNOWLEDGE/APTITUDES		
Ability to assist with the conduct of litigation in a supportive capacity	E	AF / I
Experience of working to deadlines, prioritising work and working under pressure	E	AF / I
Ability to communicate effectively, both orally and in writing, with various professions.	E	AF / I
Ability to work on your own initiative	E	AF / I
Ability and willingness to implement	E	AF / I
Performance and practice management standards	E	AF / I
Able to be pro-active and innovative to provide solutions to client problems	E	AF / I
Excellent communication skills	E	AF / I
Able to use standard IT packages and systems	E	AF/I

SPECIAL REQUIREMENTS		
Ability to travel independently over a wide geographical area	D	AF / I
Prepared to work flexible working hours, including attendance at evening meetings and to attend meetings and hearings throughout the Borough and outside the Borough	E	AF / I
Prepared to relocate to offices within the Borough, if required to do so	E	AF / I

AF = Application Form

I = Interview

T = Test

P = Presentation

Date: 16.10.26

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