

Job Title	Range	Duties	Level A (Developing)	Level B (Practising)	
Paralegal (Level 1)	Range 2	To provide administrative assistance and support and by doing so contribute to the provision of efficient and effective legal advice and services by the Legal Services team.	Required for this level	In addition to level A	
			Qualifications Five GCSE's grade 4 or above (including Maths and English)	Qualifications	
			Knowledge Studying for a qualification i.e. CILEX paralegal Apprenticeship	Knowledge Familiar with Software including electronic bundles or efilng with courts, HMLR portal, JCT Online equivalent systems	
			Experience Works with supervision on cases, does not case hold	Experience - Able to prioritise own workload - Able to work on cases with support	
			Skills Able to carry out some tasks independently	Skills - Ability to work within the finance systems and process invoices and payments independently - Able to carry out routine casework with minimal support	
Paralegal (Level 2)	Range 4	To assist and support the Assistant Head of Legal in the operation of the Legal Services Team as required and to provide and to contribute to the provision of efficient and effective legal advice and services to the Council. To provide high professional standard and timely legal advice, assistance and service in a variety of routine legal work undertaken within the section in which the paralegal post is located	Required for this level	In addition to level A	In addition to levels A and B
			Qualifications Law Degree or equivalent	Qualifications	Qualifications

			Knowledge Familiar with template documents and able to complete them	Knowledge - Able to amend template documents to tailor to particular cases or situations - Able to identify issues with cases and take steps to resolve them with support	Knowledge Can identify issues within cases and resolve them as appropriate requesting support if needed.
			Experience - Able to work on cases with some support - Able to carry out routine casework with minimal support	Experience - Holds cases in own right with supervision - Provides advice direct to clients with support as necessary	Experience - Holds cases in own right with some supervision - Provides advice direct to clients at an appropriate level
			Skills Drafts applications/documents (i.e., Leases or Contracts) with some supervision	Skills - Able to draft with only minimal supervision - Can manage demands from multiple cases/clients and lawyers and prioritise tasks appropriately	Skills - Able to draft without supervision - Good communication skills able to tailor language and presentation to suit the audience
Paralegal (Level 3)	Range 5	You will be responsible for providing high quality legal advice, assistance and representation to the Council on legal matters relating to one or more areas of law You will contribute towards and encourage a culture of learning, knowledge sharing and excellence within Legal Services	Required for this level	In addition to level A	In addition to levels A and B
			Qualifications	Qualifications Working towards professional qualification such as LPC or equivalent depending on chose qualification route.	Qualifications
			Knowledge Good base knowledge of applicable law in areas of practice	Knowledge Significant knowledge of law and practise in area of practice	Knowledge
			Experience - Holds cases in own right with some supervision - Provides advice direct to clients at an appropriate level	Experience - Holds a case load in own right with support - Holds some more complex matters with supervision	Experience - Holds a substantial caseload of routine matters with minimal supervision - Significant experience and expertise in a one area of practice and competent in one other
			Skills Able to draft without supervision	Skills Able to mentor more junior members of the team in own area of specialism	Skills Very good communication skills able to tailor language and presentation to suit the audience
Lawyer	Range 7	You will be responsible for providing high quality legal advice,	Required for this level	In addition to level A	In addition to levels A and B

		assistance and representation to the Council on legal matters relating to one or more areas of law covered by the service. You will comply with quality assurance procedures, service level agreements and performance management requirements in order to meet the expectations of the clients. You will contribute towards and encourage a culture of learning, knowledge sharing and excellence within Legal Services	Qualifications • Qualified barrister or solicitor or Fellow of the Institute of Legal Executives with full valid practising certificate	Qualifications •	Qualifications •
			Knowledge • Keeps up to date with changes to law in own areas of practice	Knowledge • Able to advise clients on some complex issues	Knowledge • Advises clients on complex issues including issues of Governance • Proposes changes to systems/practise
			Experience • NQ – PQE • Holds cases in own right with some supervision • Provides advice direct to clients at an appropriate level	Experience • 2+ PQE • Holds a substantial caseload of routine matters with minimal supervision • Holds some more complex cases with support	Experience • 3+ PQE • Holds a significant caseload including a higher proportion of complex matters
			Skills • Able to draft without supervision	Skills • Drafts and delivers some training to clients • Able to explain complex legal arguments to clients and others to ensure they understand	Skills • Regularly provides training to clients • Excellent written and oral communication skills
Senior Lawyer	Range 8	You will be responsible for providing high quality legal advice, assistance and representation to the Council on legal matters relating to one or more areas of law covered by the service. You will comply with quality assurance procedures, service level agreements and performance management requirements in order to meet the expectations of the clients. You will contribute towards and encourage a culture of learning, knowledge sharing and excellence	Required for this level Qualifications • Qualified barrister or solicitor or experienced Fellow of the Institute of Legal Executives with full valid practising certificate Knowledge • Advises on complex issues including issues of Governance	In addition to level A Qualifications • Knowledge • Advises Councillors direct with some support • Advises on implication of bills etc	In addition to levels A and B Qualifications • Has successfully completed the Local Government Diploma where available or an equivalent qualification/accreditation has been obtained Knowledge • Confident in advising Councillors where appropriate • Advises on development of council policy and legal services office manual

		within Legal Services You will line manage a small team of lawyers providing support and guidance as appropriate with support from the Assistant Head of Legal Services if required.	Experience • Holds a significant caseload including a higher proportion of complex matters • Undertakes advocacy up to 1 day • Some experience of team leadership	Experience • Line manages lawyers/paralegals with support from A H • Regular advocacy on 1-2 day matters • Able to lead on advising complex projects or high profile matters with some support as needed	Experience • Line manages lawyers/paralegals • Represents A H at meetings • Leads on projects or holds high profiles cases with minimal support
			Skills • Mentors colleagues • Identifies, scopes and delivers training to clients	Skills • Oversees delivery of training/briefings to clients on topics or case law changes	Skills • Contributes to development of service plans and team development
Advocate	Range 8	You will be responsible for providing high quality legal advice, assistance and representation to the Council on legal matters relating to one or more areas of law covered by the service. You will comply with quality assurance procedures, service level agreements and performance management requirements in order to meet the expectations of the clients. You will contribute towards and encourage a culture of learning, knowledge sharing and excellence within Legal Services You will line manage a small team of lawyers providing support and guidance as appropriate with support from the Assistant Head of Legal Services if required.	Required for this level Qualifications • Qualified barrister or solicitor or very experienced Fellow of the Institute of Legal Executives with full valid practising certificate • Knowledge • Advises on complex issues including issues of Governance Experience • Holds a significant caseload including a higher proportion of complex matters • Undertakes advocacy up to 1 day Skills • Mentors colleagues • Identifies, scopes and delivers training to clients • Effective advocacy skills in multiple courts and tribunals	In addition to level A Qualifications • Knowledge • Advises Councillors direct with some support • Advises on implication of bills etc Experience • Line manages lawyers/paralegals with support from A H • Regular advocacy on 1-2 day matters Skills • Oversees delivery of training/briefings to clients on topics or case law changes	In addition to levels A and B Qualifications • Has successfully completed the Local Government Diploma where available or an equivalent qualification/accreditation has been obtained Knowledge • Confident in advising Councillors where appropriate • Advises on development of council policy and legal services office manual Experience • Line manages lawyers/paralegals • Represents A H at meetings • Regular advocacy on matters 3 days or longer Skills • Highly developed written and oral communication skills