

MEDWAY COUNCIL - JOB PROFILE

| | |
|-----------------------|---|
| DESIGNATION | Legal Apprentice |
| DEPARTMENT | Legal Services |
| RESPONSIBLE TO | Assistant Head of Legal Services Place |
| GRADE | Apprentice |

1. MAIN PURPOSE OF JOB

To assist with the work of the Legal Support Team, including, processing post and invoices, filing, ordering stationery, sealing of official documents, file opening, closing and archiving.

To assist with other administration tasks as required.

2. PERSON SPECIFICATION

Qualifications

Essential

- A good standard of general education - GCSE's (A*-C) preferably including English and Maths, or equivalent.

Experience

Desirable

- Demonstrable experience and ability to use ICT packages i.e. Microsoft Word and Excel.
- Demonstrable experience of working in an administrative environment.

Skills

Desirable

- Ability to communicate in a manner which is easily understood and tailored to meet the needs of the audience.
- Ability to take ownership of work and fulfil agreed commitments, checking work for accuracy.
- Demonstrable experience of identifying potential problems and taking appropriate action.
- Ability to think about alternative ways of doing things and being open to new work practices and responsive to change.

Personal Qualities

Desirable

- Experience of dealing with customers in a courteous and helpful way by keeping them advised of progress and offering them a solution to their problem.
- Understands the process of team working and the part they play in ensuring objectives are met.
- Demonstrable experience of taking responsibility for own actions and development opportunities, maintaining high levels of integrity.
- Commitment to equality and diversity, accepting differences and treating everyone fairly.

3. ORGANISATION

(i) ORGANISATION CHART

(ii) DESCRIBE HOW AND BY WHOM THE POST IS MANAGED

The post holder will be managed by the Assistant Head of Legal Services Place.

(iii) DESCRIBE THE LEVEL OF INITIATIVE AND/OR INDEPENDENCE EXPECTED OF THE POST HOLDER

The post holder will need to demonstrate a reasonable level of initiative and independence once training has been given.

(iv) DESCRIBE ANY SUPERVISORY/MANAGEMENT RESPONSIBILITIES

None

(v) JOB CONTEXT - DESCRIBE THE MAIN CONTACTS, BOTH INTERNAL AND EXTERNAL AND THE PURPOSE OF THOSE CONTACTS

The post holder will primarily have contact with internal colleagues and occasionally external professional parties.

4. FINANCIAL ACCOUNTABILITIES

None

5. WORKING ENVIRONMENT

The post holder will be based at Gun Wharf, Chatham.