

MEDWAY COUNCIL - JOB PROFILE

DESIGNATION	Paralegal
DEPARTMENT	Legal Services
RESPONSIBLE TO	Assistant Head of Legal
GRADE	R4

1. MAIN PURPOSE OF JOB

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.

To assist with the legal work undertaken within the section with regard to the terms of service level agreements and the requirements of Best Value.

In conjunction with the Legal Support Officers/Assistants to support the section and to assist with any administrative tasks, as required.

To keep up to date on the law relating to local government and to the areas of work handled by the section so as to ensure the accuracy and relevance of legal advice and assistance given.

To use the Council's electronic time recording and case management system in undertaking casework.

2. PERSON SPECIFICATION

Qualifications

Essential

- LLB Law Degree or equivalent qualification.
- Member of the Institute of Legal Executives

Experience

Essential

- Demonstrable ability to apply practical/procedural/organisational/policy knowledge in a specialist area and can turn theory into practical solutions.
- Experience and knowledge in one or more areas of law undertaken by the

team.

- Demonstrable experience of legal practice in one or more areas of law undertaken by the team
- Demonstrable experience of using Microsoft Word, Excel and Outlook

Skills

Essential

- Demonstrable ability to analyse and interpret complex information and situations. Ability to develop solutions and plans for the medium term. Adopts an imaginative and innovative approach
- Demonstrable ability to use well developed communication skills to present complex/sensitive information in an understandable way, to a range of audiences. Can use a different language where required.
- Demonstrable ability to work independently within defined procedures, and work outside of procedures, making decisions without referring to a supervisor/line manager, where necessary.
- Demonstrates the ability to either: (i) deal with high levels of work-related pressure, for example from deadlines, interruptions or conflicting demands, or
- (ii) the equivalent of periods of hours at a time (e.g. a morning or afternoon) undertaking repeated manual calculations or other work with figures, or report writing or preparing for a presentation, or
- (iii) all or most of the working day spent on being alert to risks or checking of documents or equivalent.
- Can demonstrate dexterity, co-ordination or sensory skills, where there is some demand for precision in the use of these skills, for example driving and/or the general use of a computer during the working day.
- Demonstrable ability to interpret internal and external policies and processes, regulations, statute and caselaw to enable the provision of advice to the client departments with appropriate levels of supervision. Undertakes work which has a significant impact on the health and wellbeing of people.
- Able to work co-operatively with other members of the team to ensure that cases are dealt with appropriately, including providing advice directly to client teams where appropriate.
- Demonstrable ability to handle and process cash/documentation relating to small financial amounts (ie up to £250 per day)

3. ORGANISATION

(i) ORGANISATION CHART

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

The postholder will be managed by the Assistant Head of Legal

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

EXPECTED OF THE POST HOLDER

The postholder will be expected to undertake their own case load of routine legal matters, working largely on their own initiative. The postholder will be required to correspond with solicitors, the court and other professionals both inside and outside of the Council without supervision on such routine legal matters and to draft routine legal documents. In addition, the postholder will be required to assist other members of the Section with more complex legal cases, under supervision.

(iv) DESCRIBE ANY SUPERVISORY/MANAGEMENT RESPONSIBILITIES

The postholder will have no supervisory responsibility but will be required to work co-operatively with other members of the team including sharing knowledge gained with their colleagues.

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

The postholder will be required to have contact with officers at all levels throughout the Council, up to and including Director level. The postholder will also be required to have regular contact with solicitors, the courts, other professionals outside of the Council and with members of the public. The contact will be for the purpose of negotiating on and facilitating the completion of routine regular legal transactions or cases (or where assisting other members of the section, more complex legal matters), organising court hearings, disseminating information and giving legal advice.

EMOTIONAL DEMANDS

Is not normally required to have contact with, or work for, other people (other than immediate work colleagues) which, through their personal circumstances or behaviour place emotional demands on the jobholder.

4. FINANCIAL ACCOUNTABILITIES

Although the postholder will have no budgetary responsibility, he or she will be responsible for ensuring that payments to be made or received consequent on the legal transaction being undertaken by the postholder are correctly paid out/received in and the Council's legal position protected in respect of such transactions.

RESPONSIBILITY FOR PHYSICAL RESOURCES

Takes direct responsibility for any of the following or equivalent:

- (i) considerable amounts of computerised information (e.g. the size of the electoral register) where care, accuracy, confidentiality and security are important.
- (ii) the cleaning, maintenance and repair of a range of equipment, buildings, external locations or equivalent.
- (iii) regular careful use of very expensive equipment.

- (iv) security of buildings, external locations or equivalent.
- (v) ordering or stock control of a range of equipment and supplies.
- (vi) provides advice, and in some cases interpretation on established internal policies and procedures in relation to physical resources.

5. WORKING ENVIRONMENT

WORKING CONDITIONS

Deals with occasional exposure to disagreeable, unpleasant or hazardous environmental working conditions or people related behaviour. The postholder will be based in an office.

PHYSICAL DEMANDS

Generally undertakes tasks in a sedentary position but is able to lift or carry items or bend or stretch when required.