(Senior) Paralegal

Grades 3-5

Post Title	(Senior) Paralegal		
Service Area	Legal & Democratic Services	**Line Manager**	Legal Hub Manager
Location	Walton Street	**Job Family**	REG

Job Purpose and Job Context

To deliver excellent service in line with the Council's vision, values, resources, strategic and service priorities.

To contribute to the Legal & Democratic Service objectives, ensuring the provision of an effective, consistent and high quality service that is responsive to customer demands.

To undertake legal work at a level commensurate with the appointed grade, and within the scope of the particular legal teams specific area of practice.

This Job Summary is in line with the Legal Services Act 2007 as clarified in the case of *CILEX v Mazur and others.* Nothing in this Job Summary requires the employee to undertake reserved legal activities, other than under the appropriate supervision of an Authorised Individual.

GRADE 3 - Paralegal

Main Responsibilities and Duties

- To support a team of lawyers in their specialist departmental work;
- To have conduct of routine legal work, with supervision;
- To assist with preparation for court hearings/public enquiries/committees/tribunals under the direction of a qualified lawyer;
- To assist with drafting routine legal documents including applications, notices, agreements and statements subject to supervision;
- To assist with production of documents and disclosure work in relation to criminal disclosure requests/subject access requests/freedom of information requests/court directed disclosure/as required by legislation under the supervision of a qualified lawyer;
- To ensure that the service provided is responsive to corporate and customer requirements;
- To build good and effective working relationships with colleagues within the Department, clients, their stakeholders;
- To ensure that the Practice delivers a seamless legal service by liaising with professional colleagues;
- To participate in training delivered to the client department under the direction of a qualified lawyer/senior colleague;
- To carry out such other legal work and other tasks as required by the Head of Legal/Principal Lawyer from time to time including work within other unrelated legal fields which can reasonably be regarded as within the nature, duties and responsibilities of the grade of the post.

Generic Duties:

- To comply with practice management requirements including office procedures, time recording, Lexcel and other accreditation schemes;
- To participate in the Council's performance appraisal scheme including carrying out appraisals if required;
- To ensure the Council's vision, values and strategic objectives are reflected in the work of the team;
- To ensure compliance with the Councils equal opportunity policy and take an active role in promoting equality and diversity;
- To ensure compliance with the Council's health and safety policy and take an active role in promoting a positive health and safety culture;

- To ensure compliance with the Council's information security policies and maintain confidentiality.

Values and Behaviours

We expect your values and behaviours to reflect the values of the organisation:

Proud

- Perform to your best every day
- Cares about delivering the role and setting high standards
- Upholds the reputation of the service and the wider Council

Ambitious

- Ambitious to learn, develop and fulfil potential
- Ambitious to do things better
- Solution focused looking for suitable resolutions

Collaborative

- Effectively engages with others sharing ideas and solutions
- Able to look at things from different perspectives
- Happy to work with others to achieve outcomes

Trustworthy

- Accountable for actions
- Behaves professionally and to professional standards
- Quick to respond and show initiative

Knowledge, Skills and Experience (taken from role profile)	**Job Specific Examples**	**Essential**	**Desirable**
Relevant practical experience working as part of team to meet service standards, targets and deadlines.	Experience of working for Local Authority legal service		✓
Knowledge of the relevant legislation, regulations, processes, systems, procedures and standards.	Knowledge of the English Legal System and general litigation		✓
Knowledge of the relevant legislation, regulations, processes, systems, procedures and standards.	Experience of quality systems such as LEXCEL and IIP		✓
Good communication and interpersonal skills, able to explain technical / legal issues in a straightforward manner.	Ability to communicate with Members, senior management, senior solicitors, courts/tribunals, judges, council colleagues and services across the Council.	✓	
Good communication and interpersonal skills, able to explain technical / legal issues in a straightforward manner.	To build relationship with client department and colleagues.	✓	
Proven ability to research, analyse and present information.	Ability to undertake research of both primary and secondary legislation and case law as directed by solicitors and present findings	✓	
Planning and organisational skills, with ability to prioritise workloads and achieve deadlines.	Ability to manage competing deadlines, deal with emergencies and manage own case load including meeting all key dates	✓	
Planning and organisational skills, with ability to prioritise workloads and achieve deadlines.	To ensure the Practice delivers a seamless legal service, ability to work under pressure and ability to meet time recording targets.	✓	

Literacy and numeracy skills with ability to maintain accurate records and write clear, accurate and concise reports.	Work is completed accurately to the required time scales. Documents / applications / evidence are collated and processed according to procedure.	✓	
Good ICT skills including use of Microsoft applications and specialist systems.	Use of specialist systems – case management system and online legal resources.	✓	
Qualifications		**Essential**	**Desirable**
Educated to degree standard or equivalent, with a qualification in law e.g. law degree, CPE, LPC, BVC or be studying for or obtained a recognised legal qualification **OR** Minimum of 6 months' experience of working in a legal environment in lieu of qualification.		✓	
Other Requirements		**Essential**	**Desirable**
Able to work unsociable hours		✓	
Able to work across sites in Buckinghamshire		✓	
Willing to attend Court/Tribunals both within and outside of Buckinghamshire		✓	
Willing to undergo enhanced Disclosure and Barring Service (DBS) check or equivalent.		✓	

This job summary is not intended to be exhaustive and it is likely that duties may be altered from time to time in the light of changing circumstances, in discussion with the post holder. This job summary is intended to provide a broad outline of the main responsibilities only. The post holder will need to be flexible in developing the role with initial and ongoing discussions with the designated manager.

GRADE 4 - Paralegal

Main Responsibilities and Duties

This section can be a mixture of sentences and bullet points (numbered lists must only be used if they add value for the reader). This section should outline key outputs of the team/role, and should provide some specific examples of role profile accountability.

- To support a team of lawyers in their specialist departmental work;
- To have conduct of routine legal work, with an appropriate level of supervision;
- To provide clear and accurate advice to clients in person, on the telephone and in writing subject to the supervision of a qualified lawyer;
- To assist with preparation for court hearings/public enquiries/committees/tribunals with minimal direction from a qualified lawyer;
- To draft routine legal documents including applications, notices, agreements and statements subject to an appropriate level of supervision;
- As appropriate to represent clients in court, tribunals, panels and external meetings subject to the supervision of a qualified lawyer;
- To organise the production of documents and disclosure work in relation to criminal disclosure requests/subject access requests/freedom of information requests/court directed disclosure/as required by legislation with an appropriate level of supervision from a qualified lawyer;
- To ensure that the service provided is responsive to corporate and customer requirements;
- To build good and effective working relationships with colleagues within the Department, clients, their stakeholders;
- To ensure that the Practice delivers a seamless legal service by liaising with professional colleagues;
- To help deliver training to the client department with supervision from a qualified lawyer/senior colleague;
- To assist with training of team members and to develop training materials;

- To carry out such other legal work and other tasks as required by the Head of Legal/Principal Lawyer from time to time including work within other unrelated legal fields which can reasonably be regarded as within the nature, duties and responsibilities of the grade of the post.

Generic Duties:

- To comply with practice management requirements including office procedures, time recording, Lexcel and other accreditation schemes;
- To participate in the Council's performance appraisal scheme including carrying out appraisals if required;
- To ensure the Council's vision, values and strategic objectives are reflected in the work of the team;
- To ensure compliance with the Councils equal opportunity policy and take an active role in promoting equality and diversity;
- To ensure compliance with the Council's health and safety policy and take an active role in promoting a positive health and safety culture;
- To ensure compliance with the Council's information security policies and maintain confidentiality.

Values and Behaviours

We expect your values and behaviours to reflect the values of the organisation:

Proud
Ambitious
Collaborative
Trustworthy

Knowledge, Skills and Experience (taken from role profile)	Job Specific Examples	Essential	Desirable
Relevant practical experience working as part of team to meet service standards, targets and deadlines.	Experience of working for Local Authority legal service	✓	
Knowledge of the relevant legislation, regulations, processes, systems, procedures and standards.	Knowledge of the English Legal System and general litigation	✓	
Knowledge of the relevant legislation, regulations, processes, systems, procedures and standards.	Experience of quality systems such as LEXCEL and IIP	✓	
Good communication and interpersonal skills, able to explain technical / legal issues in a straightforward manner.	Ability to communicate with Members, senior management, senior solicitors, courts/tribunals, judges, council colleagues and services across the Council.	✓	
Good communication and interpersonal skills, able to explain technical / legal issues in a straightforward manner.	To build relationship with client department and colleagues.	✓	
Proven ability to research, analyse and present information.	Ability to undertake research of both primary and secondary legislation and case law as directed by solicitors and present findings	✓	
Planning and organisational skills, with ability to prioritise workloads and achieve deadlines.	Ability to manage competing deadlines, deal with emergencies and manage own case load including meeting all key dates	✓	
Planning and organisational skills, with ability to prioritise workloads and achieve deadlines.	To ensure the Practice delivers a seamless legal service, ability to work under pressure and ability to meet time recording targets.	✓	
Literacy and numeracy skills with ability to maintain accurate records and write clear, accurate and concise reports.	Work is completed accurately to the required time scales. Documents / applications / evidence are collated and processed according to procedure.	✓	

Good ICT skills including use of Microsoft applications and specialist systems.	Use of specialist systems – case management system and online legal resources.	✓	
Qualifications		**Essential**	**Desirable**
Educated to degree standard or equivalent, with a qualification in law e.g. law degree, CPE, LPC, BVC AND has at least 2 years relevant experience **OR** Has at least 4 years relevant legal experience.		✓	
Other Requirements		**Essential**	**Desirable**
Able to work unsociable hours		✓	
Able to work across sites in Buckinghamshire		✓	
Willing to attend Court/Tribunals both within and outside of Buckinghamshire		✓	
Willing to undergo enhanced Disclosure and Barring Service (DBS) check or equivalent.		✓	

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GRADE 5 – Senior Paralegal

Main Responsibilities and Duties

This section can be a mixture of sentences and bullet points (numbered lists must only be used if they add value for the reader). This section should outline key outputs of the team/role, and should provide some specific examples of role profile accountability.

- To provide clear and accurate advice to clients in person, on the telephone and in writing with an appropriate level of supervision of a qualified lawyer;
- To prepare for court hearings/public enquiries/committees/tribunals with minimal direction from a qualified lawyer;
- To draft legal documents including applications, notices, agreements and statements subject to an appropriate level of supervision;
- As appropriate to represent clients in court, tribunals, panels and external meetings subject to an appropriate level of supervision of a qualified lawyer;
- To take responsibility for production of documents and disclosure work in relation to criminal disclosure requests/subject access requests/freedom of information requests/court directed disclosure/as required by legislation with an appropriate level of supervision from a qualified lawyer;
- To lead in a specialist area within the work undertaken by the team subject to the supervision or a qualified lawyer;
- To ensure that the service provided is responsive to corporate and customer requirements;
- To build good and effective working relationships with colleagues within the Department, clients, their stakeholders;
- To ensure that the Practice delivers a seamless legal service by liaising with professional colleagues;
- To help prepare and deliver training to the client department with supervision from a qualified lawyer/senior colleague;
- To draft training materials and be responsible for training of team members subject to the supervision of a qualified lawyer;
- To carry out such other legal work and other tasks as required by the Head of Legal/Principal Lawyer from time to time including work within other unrelated legal fields which can reasonably be regarded as within the nature, duties and responsibilities of the grade of the post.

Generic Duties:

- To comply with practice management requirements including office procedures, time recording, Lexcel/accreditation schemes and to proactively make suggestions for improvements;
- To participate in the Council's performance appraisal scheme including carrying out appraisals if required;

- To ensure the Council's vision, values and strategic objectives are reflected in the work of the team;
- To ensure compliance with the Councils equal opportunity policy and take an active role in promoting equality and diversity;
- To ensure compliance with the Council's health and safety policy and take an active role in promoting a positive health and safety culture;
- To ensure compliance with the Council's information security policies and maintain confidentiality.

Values and Behaviours

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Knowledge, Skills and Experience (taken from role profile)	**Job Specific Examples**	**Essential**	**Desirable**
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Knowledge of the relevant legislation, regulations, processes, systems, procedures and standards.	Knowledge of the English Legal System and general litigation	✓	
Knowledge of the relevant legislation, regulations, processes, systems, procedures and standards.	Experience of quality systems such as LEXCEL and IIP	✓	
Good communication and interpersonal skills, able to explain technical / legal issues in a straightforward manner.	Ability to communicate with Members, senior management, senior solicitors, courts/tribunals, judges, council colleagues and services across the Council.	✓	
Good communication and interpersonal skills, able to explain technical / legal issues in a straightforward manner.	To build relationship with client department and colleagues.	✓	
Proven ability to research, analyse and present information.	Ability to undertake research of both primary and secondary legislation and case law as directed by solicitors and present findings	✓	
Experience of representing the Council / organisation in a professional / legal capacity.	Representing the Local Authority at Court/Tribunal		✓
Planning and organisational skills, with ability to prioritise workloads and achieve deadlines.	Ability to manage competing deadlines, deal with emergencies and manage own case load including meeting all key dates	✓	

Planning and organisational skills, with ability to prioritise workloads and achieve deadlines.	To ensure the Practice delivers a seamless legal service, ability to work under pressure and ability to meet time recording targets.	✓	
Literacy and numeracy skills with ability to maintain accurate records and write clear, accurate and concise reports.	Work is completed accurately to the required time scales. Documents / applications / evidence are collated and processed according to procedure.	✓	
Good ICT skills including use of Microsoft applications and specialist systems.	Use of specialist systems – case management system and online legal resources.	✓	
Qualifications		**Essential**	**Desirable**
Educated to degree standard or equivalent, with a qualification in law e.g. law degree, CPE, LPC, BVC AND has at least 4 years relevant experience **OR** Has at least 7 years relevant legal experience.		✓	
Other Requirements		**Essential**	**Desirable**
Able to work unsociable hours		✓	
Able to work across sites in Buckinghamshire		✓	
Willing to attend Court/Tribunals both within and outside of Buckinghamshire		✓	
Willing to undergo enhanced Disclosure and Barring Service (DBS) check or equivalent.		✓	

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