WHERE CAREERS THRIVE

When potential is unlocked, talent *thrives*

West Northamptonshire Council

Graduate Legal Assistant

Legal and Democratic Service, Resources Directorate

Thank you for your interest in this role. Our vision at West Northamptonshire Council (WNC) is: 'to make West Northants a great place to live, work, visit and thrive'.

We truly stand by this and work hard every day to make this a reality, and at WNC it's about our people. People who thrive with ambition, bring new ideas, demand better ways of working, care about every detail, and who never shy away from a challenge.

Our culture is a gateway for new experiences. A place to forge new opportunities. To empower you in your career and unite you with like-minded people. When potential is unlocked, talent thrives.

West Northamptonshire Council

Purpose and impact:

- To assist in the provision of a Legal Service providing legal advice and assistance to the Council.
- To work collaboratively with all members of the Law and Governance Service to deliver excellent quality services across the full range of functions provided by the legal service.

Accountable to:

This post is accountable to the relevant Head of Legal. The role sits within Legal and Democratic Services, part of the Resources Directorate in West Northamptonshire Council.

Responsibilities:

1. Under supervision to carry out straightforward legal work for the Council within the designated legal team and give general legal advice to the service areas and their departments.
2. To work with and assist the Lawyers / Senior Paralegals, Senior Lawyers and Principal Lawyers in the progression of complex cases.
3. To ensure all necessary records are kept up to date including updating and maintaining the Council's land ownership records.
4. To ensure that all transactions the Council completes are appropriately recorded.
5. To conduct research for and generally assist other lawyers in the designated legal team as required.
6. To assist with the preparation of instructions and briefs to Counsel / external legal advisors and the preparation of court bundles.
7. Under supervision to prepare standard legal documentation used by the Council, including court forms, formal notices, orders and other statutory documents.
8. To build and maintain good working relationships with fellow officers and foster partnerships working with external partners / agencies.
9. To contribute to the development of a customer focused legal service.
10. To promote a positive image of the Council.
11. Keep up to date on relevant new legislation, case law, codes of practice, guidance and policy.
12. To contribute to the development of a customer focused legal service.
13. Use Microsoft 365 and council systems effectively to work efficiently, collaborate with others and manage information safely, including storing, sharing and handling data securely in line with council policies.
14. Actively challenge and seek to eliminate any directly or indirectly discriminatory practice or behaviours.
15. Demonstrate awareness and understanding of other people's behavioural, physical, social and welfare needs and ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

Person specification:

The requirements for the role are outlined below and will be part of the selection process. Each of the criteria listed below will be measured by:

(**A**) Application Form, (**T**) Test, (**I**) Interview, (**P**) Presentation, (**D**) Documentation.

Note: Where digital skills are an important part of the role, candidates may be asked to complete a separate task or assessment to demonstrate their ability to use Microsoft 365 and other relevant systems

Skills and abilities:	Essential / Desirable	Measured by
Communication skills- Highly developed written and oral communication skills	Essential	A/I
Research Skills- Excellent research skills and attention to detail	Essential	A/I
Analytical Skills- Logical reasoning and analytical skills	Essential	A/I
IT- General IT skills	Essential	A/I
Legal experience - Experience of working within a legal department	Desirable	A/I
This is applicable to all roles in WNC: Digital Skills: Working knowledge of Microsoft 365, including Outlook, Teams, Word, Excel, PowerPoint, CoPilot, OneDrive and SharePoint, with the ability and willingness to use these tools confidently and effectively in day-to-day work.		A/T/I
This is applicable to all roles in WNC: Information & Data Handling**:** Able to handle information responsibly, store records securely, share data appropriately and follow council policies and procedures on data protection, records management and information security.		A/T/I

Knowledge:	Essential / Desirable	Measured by
Local Authority - Knowledge of the legislation governing Local Government	Desirable	A/I
Designated legal team knowledge- Basic knowledge of the legislation governing the service specific areas of the designated legal team	Desirable	A/I

Relevant experience:	Essential / Desirable	Measured by
Legal experience -Experience of working within a legal department	Desirable	A/I

Education, training and work qualifications:	Essential / Desirable	Measured by
Legal Qualification- Educated to degree level in law, (CILEx Fellow)	Desirable	A/D
Demonstratable relevant legal experience	Essential	A/I

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates.

Day-to-day in the role:

Job family and salary band:	Band 05	**Worker type:**	Part-flexible
People management responsibility:	N/A	**Budget responsibility:**	N/A

Current pay scales and other benefits are published on the Jobs and Careers section of West Northamptonshire Council's internet.

Working conditions & how we work:
We are open to discussions about flexible working.
This role has been identified as a part-flexible worker type, this means that you will be able to work from other work locations and when not working from an office you will be working remotely for up to 3 days a week (including from home).

Our organisational values and behaviours:

Everything we want to achieve for West Northants depends on having the right people in place and doing the right things and we want all colleagues to THRIVE, both personally and professionally. Our values and our behaviours framework underpin how we work and what partners and customers can expect from us. We want to do our very best for our residents, service users and businesses and for our staff – we want everyone to THRIVE.

T	Trust	We are honest, fair, transparent and accountable. We can be trusted to do what we say we will.
H	High Performing	we get the basics right and what we do, we do well. We manage our business efficiently.
R	Respect	we respect each other and our customers in a diverse, professional and supportive environment.
I	Innovate	we encourage curiosity, we are creative and seize opportunities to grow individually as an organisation and as an area.
V	Value	We continually strive for best practice and ways of improving existing procedures, practices and systems and thereby promoting efficiency and cost effectiveness
E	Empower	we believe in people, will listen, learn and trust them to make decisions. We help people to realise their ambitions.

WNC values colleagues as individuals and encompasses our different perspectives to deliver our collective ambitions. One West inclusive culture.

Should you require this document in another format or language, please contact:
Careers@westnorthants.gov.uk

WHERE CAREERS THRIVE

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Choose a career that offers you a true sense of achievement, fills you with pride and challenges you in a positive way, everyday.

The benefits of a career at WNC include:

- **People** are at the centre of everything we do. Without our people, we wouldn't be able to deliver services to the people in our community.
- **Ambition** runs through everything we do at West Northants Council, we nurture and develop our people's ambition and willingness to succeed, to continually improve the service we provide to the community.
- **Care** is at the heart of West Northants Council, we care in so many ways; seen and unseen, helping our colleagues and community to thrive.
- **Flexibility** is key, we know work-life balance is critical to wellbeing, so we work hard to make sure our benefits package promotes and improves wellbeing; from annual leave, sick pay, family leave and flexible working, financial security offered by a local government pension scheme and life assurance, and discount schemes which make a difference to your day-to-day life, through to employee helplines offering free legal, health, financial and wellbeing advice and support.

We want you to have balance and be happy.

West Northamptonshire Council