



**North
Northamptonshire
Council**

Legal Officer (Housing Disrepair)

Job Details

Job title: Legal Officer (Housing Disrepair)

Grade: PS05 (Postcode NRTNJC0950)

Reports to: Senior Lawyer

Directorate and Service area: Law and Governance, Legal Services

Purpose of Job

Governance is at the heart of everything we do, first and foremost we are part of a legal team working in local government. This role is expected to:

Provide legal casework support specialising in housing disrepair matters, assisting with claims management, evidence gathering, negotiations and routine advocacy, and supporting Lawyers in delivering effective housing litigation

Key Responsibilities:

- Manage a caseload of routine housing disrepair matters under supervision.
- Prepare bundles, evidence packs, schedules and draft correspondence for cases.
- Gather case information from client officers and provide routine advice on liability and quantum
- Conduct routine advocacy, attend property inspections where appropriate, and participate in hearings as appropriate
- Maintain accurate Iken/case management system records and evidence logs
- Liaise with surveyors, housing officers, tenants and external parties to progress cases.
- Respond promptly to correspondence from external firms and promote timely case progression
- Contribute to improving templates, letters and workflows/
- Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.

General Responsibilities applicable to all Jobs

1. Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
2. Comply with the Council's policies and procedures including (but not limited to) safeguarding, financial regulations, promotion of equalities, customer care, agreed audit actions and health and safety (ensuring that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons).

3. Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.

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 –

Attributes	Essential Criteria	Desirable Criteria
Education, Qualifications and Training	Law Degree or equivalent qualification Partial qualifying work experience and/or working towards qualification within 18months Evidence of continuing professional development.	Legal training or paralegal certification. Housing law – specific training or CPD.
Experience and Knowledge	Experience managing a routine caseload under supervision. Knowledge of housing disrepair precaution protocols and litigation processes. Experience preparing bundles, drafting correspondence and handling evidence. Understanding of liability and quantum assessments in routine housing disrepair cases. Ability to use CMS systems (e.g., Iken) and maintain accurate legal records	Knowledge of housing services and local authority processes Experience of working with tenants, surveyors or claims handlers

Ability and Skills	Strong organisational skills with the ability to manage competing deadlines and interruptions Ability to identify legal issues, provide proportionate routine advice and escalate appropriately Strong attention to detail when reviewing documents and assessing evidence Effective communication skills (written and oral), including drafting concise correspondence and communicating with diverse stakeholders. Ability to plan casework, hearings and activities days to weeks ahead Ability to maintain professional boundaries when dealing with distressed, persistent or aggressive claims handlers or tenants	Previous experience in or an understanding of Local Government Routine advocacy experience Ability to contribute to templates, precedents and process
Equal Opportunities	Ability to demonstrate awareness /understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.	

Additional Factors	Promote and display the Council's values of being: • Customer-focused • Respectful • Efficient • Supportive • Trustworthy Ability to handle sensitive and distressing case material. Ability to travel for work purposes.	
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