



**North
Northamptonshire
Council**

Legal Assistant

Job details

Job title: **Legal Assistant**

Grade: **NNBAND04 (£29,269 – £30,296)**

Reports to: **Legal Manager**

Directorate and Service area: **Governance & HR, Legal Services**

Purpose of the job

To deliver and assist the provision of effective support to the Legal Services team and its clients in accordance with Council policy and procedures.

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.

Principal responsibilities of this job

4. Develop a comprehensive awareness of the function and purpose of an in house local government legal team.
5. Support the provision of legal advice to the Council across a variety of areas of legal practice including:
 - a. Civil and criminal litigation
 - b. Planning – development control and enforcement
 - c. Procurement and projects
 - d. Property
 - e. Governance and Litigation
 - f. School appeals
 - g. Supporting these areas by:
 - drafting routine pleadings;
 - obtain and review reports, witness statements, working documents and other papers required for tribunal appeals and court hearings;

- prepare/draft and file legal documents e.g. case summaries, position statements;
 - ensure that Tribunal/Court Bundles are complete, paginated and ready for proceedings and the courts and other relevant parties receive the relevant documentation;
 - attend meetings, courts, tribunals or other forums to take notes or transcripts of proceedings.
6. Liaise with client departments and ensure a good level of customer care.
 7. Work collaboratively with other teams and support the training and development of colleagues and clients.
 8. Proactively support development of the teams working practices to increase efficiency

Person Specification – Legal Assistant

Attributes	Essential criteria	Desirable criteria
Education, Qualifications and Training	CILEx LLB Hons Law or Level 3 qualified (or working towards CILEx level 3) or a similar qualification, or relevant experience in Law.	Further academic qualification e.g. Law degree.
Experience and Knowledge	Ability to communicate effectively and appropriately (orally and in writing) with a range of stakeholders. Awareness of the services provided by local government. Flexible, positive can-do approach to managing change and work demands.	Previous experience of managing the demands of working and learning. Legal work experience.
Ability and Skills	Problem solving. Good knowledge and experience of IT systems including Office 365. Ability to collate and analyse information and to present it clearly in writing on routine and	Political and cultural awareness. Use of legal case management software.
	less complex legal documentation. Good organisational skills with ability to use initiative and prioritise workloads. Ability to work on own initiative and as part of a team. Good communication skills.	
Equal Opportunities	Ability to demonstrate awareness / understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.	

Additional Factors	Promote the Council's values of being: <ul style="list-style-type: none">• Customer-focused• Respectful• Efficient• Supportive• Trustworthy	
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