



Job Description and Person Specification

Lawyer / Senior Paralegal (People)

Lawyer / Senior Paralegal (Place)

Lawyer / Senior Paralegal (Corporate)

£37,247 (subject to pay and grading)

Purpose & 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 Principal Lawyer.

The post sits within Law and Governance, part of the Corporate Services Directorate in West Northamptonshire Council.

Responsibilities:

Tasks and Responsibilities of Lawyer / Senior Paralegal:

1. To provide legal advice and representation on a variety of matters within the designated legal team to Members and Officers of the Council and their service areas.
2. To conduct and manage a wide-ranging caseload of straightforward legal work including undertaking advocacy and to prepare and draft legal documents as required in an efficient, effective and timely manner.
3. To prepare instructions and briefs to Counsel / external legal advisors.
4. To attend occasional Committee, Sub-committee, working groups and panel meetings to provide legal, procedural and constitutional advice as required.
5. To assist the Senior Lawyer with complex cases
6. To promote a positive image of the Council.
7. Keep up to date on relevant new legislation, case law, codes of practice, guidance and policy.
8. To build and maintain good working relationships with fellow officers and foster partnership working with external partners / agencies.
9. To contribute to the development of a customer focused legal service.
10. Actively challenge and seek to eliminate any directly or indirectly discriminatory practice or behaviours.

11. Demonstrate awareness/understanding of other people's behavioural, physical, social and welfare needs. Ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons, to certify compliance with policies and procedures relating to health and safety within the service.

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 the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D)

Minimum levels of qualification, knowledge, skills and experience required for this job

Identify	Describe	Essential/ Desirable	Measured by
Qualifications			
Legal Qualification	Solicitor of the Supreme Court of England and Wales or Fellow of the Chartered Institute of Legal Executives or a demonstrable level of relevant equivalent experience	Essential	A and D
Knowledge			
Local Authority	Knowledge of the legislation governing Local Government	Essential	A and I
Designated legal team knowledge	Knowledge of the legislation governing the service specific areas of the designated legal team.	Desirable	A and I
Skills and experience			
Communication skills	Highly developed written and oral communication skills	Essential	A and I
Research Skills	Excellent research skills to effectively and confidently advise on a wide variety of legal issues.	Essential	A and I
Advising Experience	A: Post qualification experience in providing legal advice, representation and undertaking legal work; or: B: in the absence of a legal qualification, extensive experience of providing legal advice,	A: Desirable B: Essential	A and I

	representation and undertaking legal work.		
Working under pressure	Experience of working well under pressure to agreed objectives / targets	Essential	A and I
Accuracy	Able to demonstrate accuracy and attention to detail in all aspects of work.	Essential	A and I
Work Experience	Experience of working within a busy legal environment	Essential	A and I

- Within the flexible / agile working model there are **four clearly defined worker types**. Your worker type is determined by your **job role**.
- Your line manager will inform you which worker type your job role falls under. This is something you will continue to discuss with your line manager as we embed this culture across our organisation.