

WHERE
CAREERS
THRIVE

When potential
is unlocked,
talent *thrives*



West
Northamptonshire
Council

Paralegal (Child Care)

Legal and Democratic Services, 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.



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Purpose and impact:

To assist in the delivery of an excellent quality legal service to Northamptonshire Children's Trust by providing paralegal support to a team of Childcare Lawyers.

Accountable to:

This post is accountable to the relevant Principal Lawyer.

The post sits within Legal and Democratic Services, part of the Resources Directorate in West Northamptonshire Council.

Responsibilities:

1. To provide support to Lawyers within the Childcare team across a range of legal matters, including preparing cases for court by gathering and organising evidence, drafting legal documentation, maintaining case files, managing diaries, completing administrative tasks, sourcing Counsel and experts, to ensure cases are presented efficiently and effectively and that they meet statutory and procedural requirements.
2. To act as a key point of contact for clients and external agencies involved in Childcare cases, responding to enquiries, sharing information, and coordinating communications to ensure timely and effective case management.
3. To collaborate closely with Children's Services colleagues on sensitive and complex cases, sharing information and coordinating actions to support informed decision-making and effective case management.
4. To promote a positive image of the Council when engaging with clients, colleagues, and external agencies by demonstrating professionalism and high standards of service, to maintain public trust and confidence.
5. To keep up to date with changes in legislation, case law, codes of practice, guidance, and policy, applying this knowledge to support Lawyers and ensure legally compliant and effective case management.
6. To develop and maintain positive working relationships with internal colleagues and external partners and agencies, fostering collaborative working to support effective communication and joined-up service delivery.
7. To support the development of a customer-focused legal service by identifying opportunities for improvement and contributing to practices that enhance responsiveness, quality, and client satisfaction.
8. To actively challenge and seek to eliminate any directly or indirectly discriminatory practice or behaviours.
9. To 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.
10. 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.
11. 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.
12. Actively challenge and seek to eliminate any directly or indirectly discriminatory practice or behaviours.

13. 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
Highly developed written and oral communication skills	Essential	A and I
Excellent research skills to effectively and confidently summarise key points of law.	Essential	A and I
Ability to work well under pressure to agreed objectives / targets	Essential	A and 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
Knowledge of the legislation governing Children's Social Care	Essential	A and I
Awareness of confidentiality, data protection and information governance requirements	Essential	A and I
Knowledge of court processes	Essential	A and I

Relevant experience:	Essential / Desirable	Measured by
Experience of working within a childcare legal department	Essential	A and I
Experience of working in a Local Authority	Desirable	A and I
Experience of preparing cases for court and drafting legal documentation	Essential	A and I

Education, training and work qualifications:	Essential / Desirable	Measured by
Education to degree level or equivalent or qualified by experience	Essential	A and D

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:

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

When potential is unlocked, talent *thrives*

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.

