

**Job Description**

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| **Department** | **chief Executive’s Department** |
| **Job Title** | Legal assistant (Adults Team) |
| **Grade** | D |
| **Primary Purpose of Job** | To assist in the provision of legal services to the Council |
| **Reporting To** | Principal Lawyer |
| **Direct Staffing Reports** | None |

**Main Duties**

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| **1** | To draft and prepare following:   1. Basic summonses and applications in litigation /prosecution cases. 2. Basic chronologies, for Family Court, County Court or Court of Protection Proceedings. 3. Briefs to Counsel. 4. Preparation of court bundles. 5. Basic legal paperwork | |
| **2** | To provide legal and administrative support to solicitors in Legal Services including:   1. Preparing, issuing, and arranging service of proceedings and documents. 2. Setting up files on computerised systems. 3. Arranging for the filing and service of statements/reports. 4. Arranging for the attendance of people / witnesses at Court and meetings. 5. Indexing and preparing paginated bundles. 6. Searching for documentation and chasing paperwork | |
| **3** | As directed by Principal Lawyers to:   1. Arrange conferences with Counsel. 2. Instruct and attend conferences with Counsel; and 3. Brief and attend hearings with Counsel 4. Attend tribunals, committees etc and take notes | |
| **4** | As directed by Principal Lawyers to attend meetings, case conferences, reviews, planning and professional meetings, committees, PLO meetings/hearings. | |
| **5** | To contribute and participate as an active team member in the Legal Services Division. | |
| **6** | To advise members of the public, their representatives, Council Members, and other officers of appropriate matters within the postholder’s area of responsibility. | |
| **7** | Researching points of law or procedure under the guidance of a lawyer. | |
| **Date Job Description prepared:** | | **November 2022** |
| **Job Description prepared by:** | | **Head of Legal Services** |

**Person Specification**

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| **Department** | | | **chief executive’s department** | | | |
| **Job Title** | | | **legal assistant** | | | |
| **Stage One** | | | Candidates who are care leavers, have a disability, are ex-armed forces or are a carer (see [Carers-Charter-FINAL.pdf (gmhsc.org.uk)](#) are guaranteed an interview if they meet the essential criteria for the role | | | |
| **The Minimum Essential Requirements for the above Post are as Follows:** | | | | | | **Method of Assessment** |
| **1.** | **Skills and Knowledge** | | | | | |
| 1. | **Adults Team** -- an understanding of the Care Act and general adult safeguarding law. | | | | | Application Form/Interview |
| 2. | Demonstrate effective communication skills in order to present information both verbally and in writing. | | | | | Application Form/Test/Interview |
| 3. | Ability to draft and prepare documentation accurately for use in the preparation of legal and court cases. | | | | | Application Form/Interview |
| 4. | Demonstrate effective organisational skills, with the ability to plan, develop and prioritise work in order to meet deadlines and changes in priority. | | | | | Application Form/Interview |
| 5. | Ability to provide administrative support to Lawyers using a range of IT software including case management. | | | | | Interview |
| 6. | Ability to work effectively as part of a team and under own supervision using initiative. | | | | | Interview |
| 7. | Ability to contribute as an effective team member. | | | | | Interview |
|  | **Competencies** – Please note the council’s corporate competencies, which are essential for all roles, are below in the Core Competencies section | | | | | Interview |
| **2. Experience/Qualifications/Training etc** | | | | | | |
| 1. | | Experience of using Microsoft Office / 365 | | | Interview | |
| **3. Work Related Circumstances** | | | | | | |
| 1. | | All posts require the job holder to undertake mandatory training for the role and to regularly review their developmental needs in conjunction with their line manager. Development of our employees plays a key role in delivering our services | | | Interview | |
| 2. | | The Council has a framework of Values & Behaviours that guide our behaviour and decision making to help achieve our vision. All employees are expected to be mindful of these when undertaking their work. | | | Interview | |
| 3. | | This role requires the job holder to work outside of normal office hours, for example at evenings and weekends, to meet the needs of the service. | | | Interview | |
| **STAGE TWO** | | | | Will only be used in the event of a large number of applicants meeting the minimum essential requirements | | |
| **Additional Requirements** | | | | | | **Method of Assessment** |
| **2. Experience/Qualifications/Training etc** | | | | | | |
| 1. | Relevant legal qualification in law (i.e., ILEX, NVQ or Law Degree) or some previous experience of working in a legal role. | | | | | Interview/Certificate |
| 2. | Case management experience | | | | | Interview |

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**These core competencies are considered essential for all roles within Bolton Council. Please be prepared to be assessed on any of these during the interview process and, for the successful applicant, throughout the probationary period.**

**Developing Self & Others**

Promote a learning environment to embed a learning culture.  Support others to develop their skills and knowledge to fulfil their potential. Actively pursue your own development. Support and promote the principles of Investors in People.

**Civil Contingencies**

Bolton Council has a statutory duty under the Civil Contingencies Act to respond in the event of an emergency. If Bolton Council’s Emergency Management Plan is activated, you may be required to assist in maintaining key Council services and supporting the community.  This could require working outside of routine working hours and working from places other than your normal place of work.

**Equality & Diversity**

Uphold the principles of fairness and the Equality Act in all undertakings as a Bolton Council employee, including providing a fair, accessible service irrespective of customer’s race, religion, gender, sexuality, disability or age.

**Customer Care**

The ability to fully understand, assess and resolve the needs of all customers including those who present with complex situations, in a manner that respects dignity and expresses a caring & professional image.

**Health & Safety**

Take responsibility for the health and safety of yourself and others who may be affected by your acts or omissions, and comply with all health and safety legislation, policy and safe working practice, including participating in training activities necessary to your post.

**Data Protection and Confidentiality**

Ensure that any personal data or confidential data you hold is kept securely and is not disclosed, whether electronically, verbally or in writing, to any unauthorised third party. Follow Council policies and procedures on dealing with personal information and information assets, including The Code of Conduct, Data Protection, Acceptable Use and Information Security policies. Personal or confidential data should only be accessed or used for council purposes.

**Fluency Duty**

Should you be required, as a regular and intrinsic part of your role, to speak to members of the public in English, you must be able to converse at ease with customers and provide advice in accurate spoken English, as required byThe Immigration Act 2016.

**Working Hours**

The nature and demands of the role are not always predictable and there will be an expectation that work will be required outside of normal hours from time to time.

**Safeguarding**

This Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Should the role involve working with the above groups, you will be subject to an Enhanced Disclosure and Barred List check by the Disclosure & Barring Service.

**The values of an organisation are those key principles by which people are expected to work to day to day. They’re our culture and help define what is expected of each and every one of us**.





