



Job Profile and Working for Stockport

Our Council

Our employees are our **greatest asset**. We're proud of the way we provide vital frontline services every day and work together, as **one team**.

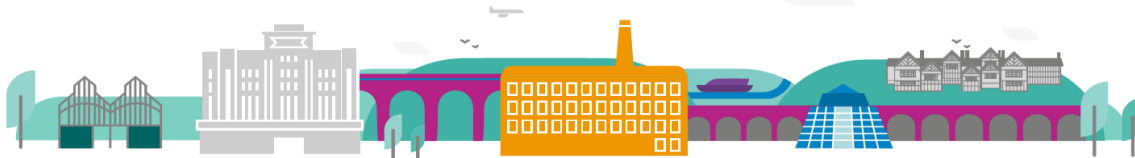
Our 4 **core values** as shown above, run through everything that we do, and we aim to stay **true** to them regardless of the challenges that we may face.

To **support** our values, we have policies, guidance and procedures around health, safety and welfare, customer care, emergency planning and security that all our **colleagues** are adhering and working to.

We also **pride** ourselves on our commitment to wellbeing and inclusivity of our colleagues and residents.

You can find out more about working for Stockport Council and some of the benefits that we offer our employees at <https://greater.jobs/locations/stockport/>





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About the Job

Role:

Housing Litigation Paralegal

Service Area:

Legal Services

Directorate:

Corporate and Support Services

Salary Grade:

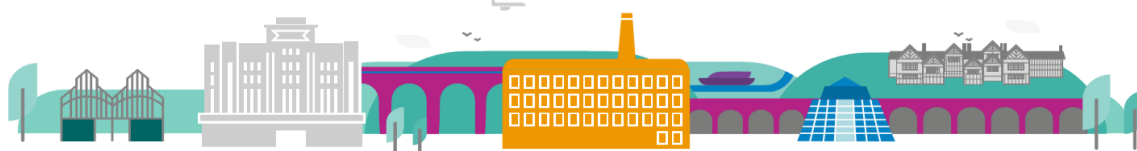
M Band 4

Main Purpose of the Job

You will be providing, under supervision, professional high quality administrative, legal and procedural support to the council's Litigation Team, in particular with regard to housing related litigation.

Key Responsibilities

- Taking instructions from client officers.
- Drafting witness statements, documents and court forms.
- Updating the case management system.
- Undertaking legal research and providing briefing notes.
- Deal with general correspondence together with answering telephone queries.
- Such other duties and responsibilities of a similar grade and nature as may be required.
- To remain up to date with the latest legal and practical developments affecting local authority functions.
- To work positively and inclusively with colleagues and customers so that the Council provides a workplace to deliver a service that does not discriminate against people on the grounds of their age, disability, gender reassignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex, or sexual orientation.



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- To fulfil personal requirements, where appropriate, with regards to Council policies and procedures, standards of attendance, health, safety and welfare, customer care, emergency, evacuation, security and promotion of the Council's priorities.

Additional Information

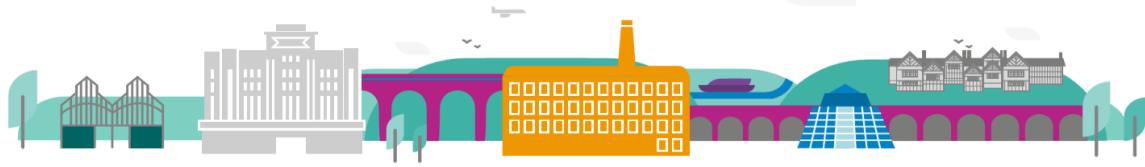
The responsibilities set out in this document, in the advert and any additional information are intended to provide a flavour of the work you will carry out. It is not possible to include everything you will be asked to undertake, and we expect all colleagues to work flexibly according to business needs and to enhance your own development. Your skills, abilities and training needs will be considered and discussed with you when any significant changes to your role are needed. In line with our flexible approach, you may be required to work from home for a proportion of your time or from any of the Council's sites across the borough.

The Council is an inclusive employer and holds the Disability Confident and Armed Forces Covenant accreditations. If you have a disability, we will support you by implementing reasonable adjustments to enable you to perform your role.

About You

Please use your application to tell us how well you meet the criteria listed below as these are the key skills, experience, technical expertise and qualifications needed to be successful in the role. We will then use all the information you provide in your application to help us decide whether you are shortlisted for interview. Any interview questions or additional assessments such as tests or presentations may also be broadly based on these criteria:

- Working to the Council's values and behaviours by:
 - Keeping the people of **Stockport** at the heart of what we do
 - Succeeding as a **team**, collaborating with colleagues and partners
 - Driving things forward with **ambition**, creativity and confidence
 - Showing value and **respect** to our colleagues, partners and customers.
- Ability to operate with a high level of self-sufficiency, combined with an awareness of the boundaries of own competence/authority (Essential)
- Detail conscious with a concern for quality (Essential)
- Ability to deal confidently and professionally with clients on day to day issues, building up strong relationships (Essential)
- Handle confidential information in line with the Council's Data Protection and GDPR protocols (Essential)
- Effective oral and written communication skills (Essential)
- Ability to work accurately to fixed deadlines with a willingness to be flexible in a changing environment (Essential)



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- Undergraduate Law Degree or qualifying Law Degree (Essential)