## Your job

**Job Title: Team Clerk**

**Service: Legal**

**Grade: 4**

**Reporting to: Quality Officer / Legal Practice Manager**

As a Team Clerk, you will be part of a client focussed and outcomes driven legal and democratic function working within the Legal Support function providing technical and general administrative support to a team of legal professionals.

You will assist in the handling of case files including the production and distribution of legal documentation liaising with client officers, legal professionals, the courts and other third parties as appropriate.

You will undertake a range of technical and general administrative tasks including the examination and extraction of information from a variety of different sources. You will be expected to maintain accurate and comprehensive records including paper and computerised system and will be responsible for the input and registration of cases on the Legal case management system.

You will need well developed skills to influence and persuade decision makers using written and verbal reasoning which is based on fact.

**Mandatory Statement**

The Council is committed to complying with European General Data Protection regulations (UKGDPR) and meeting the requirements of the Information Commissioner's office (regulating data protection compliance in the UK). It is your responsibility to ensure that the work you undertake is compliant with the General Data Protection regulations.

Wigan Council is an active, strong, and committed corporate parent. As a priority, all employees have a responsibility towards the children we look after and care leavers, not just those employed by the Children's Directorate.

## In this job you will:

On an ongoing basis you will:

- Co-work files with professionals undertaking administrative duties related to the case,
- Actively manage professionals' files including the chasing and collation of information,
- Draft legal documents under the direction of professionals,
- Arrange for statutory notices and other documents to be published in the external media,
- Examine and extract information for a variety of different sources,
- Maintain accurate and comprehensive records,
- Liaise with barristers and experts on behalf of professionals,
- Diary management on behalf of professionals including scheduling and preparation of papers,
- Undertake legal research and evidence gathering,
- Accept and deal with telephone calls, personal callers and correspondence,
- Assist with the administration of the Quality Management System,
- Ensure you operate within GDPR guidelines by regularly reviewing data held and destroying information in line with retention schedules

## In this job you will need:

You must be able to demonstrate the following essential requirements:

- 5 GCSEs at grade 4 (C) or above in English and Maths as a minimum or qualifications at an equivalent level or higher would also be acceptable,
- BTec Higher or similar qualification, equivalent to NVQ Level 3, in a relevant discipline, or relevant experience,
- To be able to undertake a wide range of technical and general admin tasks,
- To be able to examine and extract information and maintain accurate and comprehensive records,

- To be able to prioritise and organise workloads in a deadline driven environment,
- To be able to draft legal documentation and communicate effectively with clients and parties,
- The ability to be positive, accountable and courageous in delivering the service priorities and clients objectives.

## Our Culture

For us, it's not just about all we achieve as an organisation, but how we do it. Therefore, all employees are expected to display our **TeamWigan** behaviours.

| | |
|---|---|
| **Be Positive** | "Take pride in all that you do and support and develop yourself and others." |
| **Be Accountable** | "Be responsible for making things better, enabling change and supporting improvement." |
| **Be Courageous** | "Be open to doing things differently and working collaboratively with others." |
| **Be Kind** | "Be helpful, generous and thoughtful towards yourself and others." |