
Your job

Job Title: Paralegal - Peoples

Service: Resources & Contracts - Legal

Grade: 5

Reporting to: Group Lawyer - People

You will be part of a client focussed and outcomes driven legal and democratic function. You will operate in the areas of law of Children's social care and Adult social care. You will work with clients to assist them in their delivery of their service objectives and priorities.

You will provide advice, support and assistance to clients and other stakeholders as appropriate. You will attend court as appropriate.

You will work collaboratively with colleagues across the Division to provide a high quality, efficient and professional legal and democratic service. You assist in the delivery of service objectives, client satisfaction and performance targets.

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:

- Handle a personal legal caseload and assist colleagues with their cases,
- Advise and prepare proceedings on behalf of the Council,
- Draft legal documents engaging in negotiations with parties,
- Attend court and meetings with committees, panels and officers,
- Provide legal advice to clients to assist them in the delivery of their objectives and priorities,
- Undertake legal research on behalf of colleagues,
- Support the delivery of a service which provides value for money, is efficient and has high levels of service delivery,
- Contribute to quality assurance policies and procedures within the service,
- Update and use appropriate systems.
- 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:

- Degree in Law (2:2 or above) or Level 3 CILEX with or significant experience of working in a busy legal environment in the areas of law detailed above.
- Be able to provide legal advice to assist and guide clients when making decisions.
- Be able to advise, prepare and conduct proceedings on behalf of the Council.
- Be able to draft legal documentation and engage in negotiation with parties as appropriate.
- Be able to operate in a pressurised and deadline driven environment.
- Be positive, accountable and courageous in delivering the service priorities and clients objectives.
- Well-developed skills to influence and persuade decision-makers using written and verbal reasoning, which is based on fact.
- A commitment and understanding of diversity and equality.

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. ”