



JOB DESCRIPTION

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| 1. | Directorate | One Legal |
| 2. | Post Title | Paralegal |
| 3. | Post Number | CCLE10 |
| 4. | Post Grade | D |
| 5. | Section | One Legal |
| 6. | Responsible to | Lawyer(s)/Senior Legal Officer(s)/Legal Officer(s)
(as allocated) |
| 7. | Responsible for | N/A |
| 8. | Politically Restricted | No |
- 9 Main Purpose of Job**
- 9.1** To undertake legal, secretarial and administrative support to clients and legal staff primarily in respect of the areas of law and practice included in Appendix A
- 9.2** To provide responsive administrative support to One Legal staff to ensure cost effective service delivery
- 10 Specific Duties**
- A Client Care**
- A1** Ensure the highest standards of client care for the primary areas of responsibility by monitoring service quality, consulting with clients and delivering continuous improvement to service provision
- A2** Engage effectively with all clients and customers in order to understand their service requirements and to deliver on them
- A3** Ensure that client confidentiality is maintained at all times
- B Professional/Technical**
- B1** Provide a high standard of legal advice and work at all times
- B2** Keep up to date with all legislation, case law and best practice to assure the quality of legal advice and support to clients
- B3** Ensure compliance with all relevant professional standards including the Solicitors Code of Conduct
- B4** Identify matters which have corporate governance, propriety or probity implications and report them to a senior One Legal officer where appropriate
- B5** Undertake drafting of legal documentation and legal processes

- B6** Attend such client, customer or other meetings as are allocated to give advice and support
- B7** Ensure that risk and conflict of interest is constantly monitored in respect of all casework in accordance with One Legal procedures
- B8** Monitor the progress of casework against relevant standards and timescales and ensure that performance standards and targets are met
- B9** Work to all One Legal office procedures and practices (including case management and time recording systems)
- B10** Work cost effectively utilising information technology
- B11** Provide day to day legal support to One Legal staff, including administrative processes and word processing
- B12** Administer the law library, filing and deeds storage, postal system and such other matters as are allocated
- B13** Contribute to the effective running of case management systems and quality office procedures

C General

- C1** Ensure compliance with the Data Protection Act, Human Rights Act, Regulation of Investigatory Powers Act and any related guidance
- C2** Comply with all corporate policies and rules, including those relating to equal opportunities and risk management
- C3** Ensure compliance with One Legal and all relevant corporate values
- C4** Work to all One Legal office procedures and practices (including case management and time recording systems)
- C5** Ensure that services are delivered in compliance with existing and new Health and Safety legislation and the Council's Health and Safety Policy and that duties are pursued in a safe manner with due regard to the health and safety of the post holder and others
- C4** Participate in the development of such corporate projects as may be required
- C5** Undertake any other duties assigned from time to time which are appropriate to the grade and character of the post.

Note Job descriptions are subject to review and possible change on an ongoing basis to reflect One Legal and corporate priorities

Post holders are required to attend the offices of the partner councils including those of their clients and stakeholders to meet service requirements

Post holders will be required to substitute for each other in relation to meetings attended, tasks requiring completion, providing advice, etc. as required by service needs taking into account professional competence of the individual concerned

Post Holder –CCLE10

Appendix A

<u>Areas of Responsibility</u>
Public Protection (Inc. Anti-Social Behaviour Work, Licensing and Housing Regulatory Advice)