

Job Description

Job Title	Legal Assistant
Directorate	City Law and Governance
Service Area	Legal Services
Grade	4
Competency Level	1
Salary	£26,409 – £30,060
Job Type	Hybrid
Location	Cunard Building
Disclosure and Barring Service (DBS)	Not applicable
Job Evaluation Ref No	A8693

Job Purpose

- To support legal teams across the City Law & Governance directorate in administrative duties in relation to legal casework and management

Directly Responsible For:

Not applicable

Directly Responsible To:

Lawyers/Legal Officers

Main Areas of Responsibility:

- To carry out casework instructions received from lawyers and legal officers and have personal responsibility for assisting with the progress of cases ensuring value for money and efficient use of resources
- Provide support such as issuing applications, obtaining and organising documentation to meet the requests of the court
- Responsible for the filing of such documentation within proceedings
- To ensure that bundles are prepared for court hearings or as required
- To ensure effective diary management to ensure that court directions and other deadlines are complied with in a timely manner
- To assist with the drafting of legal documents / applications as required.
- Plan and prioritise allocated work efficiently
- To pick up casework arising in their respective teams during peak times or where additional resources are required to meet demand
- To provide support to other teams if requested to do so
- To work flexibly and collaboratively with their own team and across the wider legal service as required
- Ensure effective operational use of all service resources by regularly reviewing working methods, systems, and equipment
- To act in accordance with and promote the Nolan Principles in the council.
- To be flexible with regards to working hours to ensure that service needs and client requirements are met
- This job description is not intended to be either prescriptive or exhaustive, it is issued as a framework to outline the main areas of responsibility at the time of

writing. The job holder will carry out such other tasks as may reasonably be required

Supervision and Management Responsibility:

- No supervisory or line manager responsibility

Budget and Financial Responsibility:

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact

Social Value Responsibility:

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities

Physical Demands of the Job:

- This position will involve sitting at a desk and using a computer screen for prolonged periods of time

Corporate Responsibility:

- Contribute to the delivery of the Council Plan
- Delivering and promoting excellent customer service, externally and internally
- Commitment to customer excellence and learning from feedback in the drive for continuous improvement

- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's health & safety policy

Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency level 1.

[The competency framework can be found here.](#)

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.

Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

Qualification and training

Essential

- A good standard of general education with strong literacy and numerical skills (A)

Experience

Essential

- Good communication skills both orally and in writing (A/I)
- Experience of using case management systems and Office 365 applications effectively. Good keyboard skills (A/I)
- Ability to work under pressure and meet deadlines whilst helping with a diverse caseload (A/I)
- Ability to work collaboratively at all levels and in a non-hierarchical way (A/I)
- Ability to be proactive and have the energy, commitment and resolve necessary to get the job done (A/I)

Commitment

Essential

- A commitment to acting in line with the Nolan Principles and the Council's statutory duties (A)



- A commitment to adhering to the Council's diversity and inclusion policies (A)
- A commitment to gaining a greater understanding of the workings of Local Government Law and Practice (A)

Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council