

## Job Description

<b>Job Title</b>	Legal Practice Officer
<b>Directorate</b>	City Law and Governance
<b>Service Area</b>	Legal Services
<b>Grade</b>	4
<b>Competency Level</b>	1
<b>Salary</b>	£27,254 – £31,022
<b>Job Type</b>	Hybrid
<b>Location</b>	Cunard Building
<b>Disclosure and barring service (DBS)</b>	Not required
<b>Job Evaluation Ref No</b>	A8693

## Job Purpose

To be responsible for supporting the Practice Manager, Head, and Deputy Head of Legal Practice & Business within the team to ensure continuous improvement in aspects of the service and the wider Law and Governance Directorate.

### Directly Responsible For:

Not applicable

## Directly Responsible To:

Practice Manager

## Main Areas of Responsibility:

- Provide Directorate wide support in relation to the procurement and delivery of services and goods
- Provide Directorate wide support in relation to the monitoring of corporate compliance and information governance
- Assist with the co-ordination of the Directorate's work experience programme and internship placements, including marketing
- Assist with management recording/reporting and the gaining and maintaining of Lexcel accreditation
- To ensure effective diary management to ensure that deadlines are complied with in a timely manner
- Plan and prioritise allocated work efficiently
- 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 responsibilities

## **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 by dealing with customer feedback, including complaints, 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 safety plan

## 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: **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/I)



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

### **Desirable**

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