

Job Profile

Paralegal

Grade: 6

Date created: 1 August 2017

Updated 1 January 2020

About the Job: To contribute towards the effective provision of legal services by supporting the Principal Lawyers, Senior Lawyers/Lawyer Advocates and Lawyers/Lawyer Advocates in carrying out the work of Legal Services. You will also undertake a personal caseload of straightforward legal matters and hearings within an allocated Legal Services' Team.

We expect, as a Paralegal, you will:

- Take a proactive approach to supporting the Lawyers/Lawyer Advocates, Senior Lawyers/ Lawyer Advocates and Principal Lawyers and Legal Services Business Partners in managing their cases.
- Be able to undertake legal research, draft legal documentation, attendance at case conferences or committee meetings, represent the Council at straight forward uncontested court hearings and/or client and/or project meetings
- Be committed to improving the underpinning administrative processes for the service through better use of electronic systems (amongst other things) and Legal Services' Case Management System.

This is what we need you to do...

- To undertake, if appropriate, advocacy work in relation to straightforward cases in the civil and criminal courts and to liaise with officers of the Courts, Government Office, Solicitors, Barristers and their staff and members of the public in respect of appropriate cases.
- To advise at straightforward Committee Meetings, Client meetings or Project Meetings.
- To draft straightforward documentation
- Assist with disclosure and preparation of trial bundles.
- Undertake administrative tasks such as filing, organising data/documents.
- To ensure that work undertaken is of the highest quality and accords where appropriate with current regulations, legislation and court practice.

- To manage and progress a caseload of straight forward legal work including the drafting of legal documents and/or notices for specified Directorates/Services and external clients.
- To keep relevant stakeholders informed of the progress of the case, taking due regard of key dates, priorities, deadlines and service level standards in order to ensure excellent client care and promote high levels of client satisfaction.
- To build positive working relationships both within Legal Services and other Council services.
- To undertake research at the request and under the guidance of senior staff

Special Conditions

- There is a requirement to work with other staff in the service to ensure office cover between 9am and 5pm.
- To be able to travel outside the office as required.

Monitoring and ongoing development of outcomes

As part of the annual appraisal, outcome based targets will be developed in conjunction with the post holder and will supplement this job profile. The job profile will be subject to regular review and the council reserves its right to amend or add to the accountabilities listed above.

The ideal candidate will have...

Experience

- Previous experience of providing legal administrative support.
- Previous legal experience of attending courts, inquiries or tribunals with counsel and assisting with evidence preparation.
- Six months' experience of either of:
 - Basic court procedure, for example, the preparation of court bundles ideally in a local authority environment and/or
 - Undertaking a legal administrative process in relation to, and/or drafting of straight forward legal agreements or legal orders and/or
 - Attending court, tribunals or inquiries to undertake straight forward hearings.
 - Attending committee meetings, client meetings and or project meetings

Behavioural attributes

- Demonstrates Gloucestershire Employee Behaviours.
- Ability to organise own work load and identify priorities.
- Ability to handle sensitive issues with tact and confidentially.
- Be adaptable, flexible, open to change, enthusiastic, creative, self-starter and focused.
- Ability to support and oversee the work of more junior staff.

Education & Qualifications

- 3 GCSE's (including English and Maths at Grade C or equivalent qualification)
- A level or other higher qualification, ideally in law

Knowledge, Skills and Understanding

- Ability to produce clear grammatically correct English.
- To be conversant with Microsoft Word, Outlook and Excel
- Good interpersonal and communication skills to be able to communicate with members, staff, other organisations and members of the public courteously and efficiently in person and by telephone.
- Good legal research skills
- Ability to draft and review legal documentation under appropriate supervision together with being able to investigate facts.
- Ability to speak to witnesses and take statements.

There are also a number of generic requirements that are applicable to all employees within the Council. These can be found at the following link:
<http://staffnet.gloscc.gov.uk/index.cfm?articleid=8579>