



Role Profile

Job Title: Legal Business Support Assistant – Child care focus	Grade/ Level: L	Post Number: BSN22
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Directorate: Resources	Job Family: Business Support	Date Prepared: Jan 2021
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Role reports to (Job Title): Legal Business Development and Support Manager

Job Purpose:

To provide a professional and accurate legal administrative and business support services, primarily to the Child care team, but also to the whole of Legal Services, in a modern effective and efficient manner. To prioritise the order of the tasks required to meet the timescales and satisfaction of the Legal Team. Maintain a high level of discretion when dealing with the sensitive and confidential nature of the work.

- Key Accountabilities:**
1. To provide legal business support services and administrative tasks to the legal team in an efficient, effective and modern manner to agreed timescales in order to ensure the legal team is able to provide legal services to the Council and to meet necessary statutory and court deadlines, in accordance with requirements set out by the Chief Legal Officer.
 2. To Assist Child Care Lawyers in the preparation of bundles for Court.
 3. Good knowledge of the Case Management System (IKEN); being proficient of searching for cases, creating new cases and adding documents, and bundling and undertaking legal work utilising workflows
 4. Scan, merge and convert documents, ensuring a professional presentation is achieved.
 5. Contacting witnesses on behalf of Child Care Lawyers to fix dates for Court or meetings.
 6. Filing documents for Child Care Lawyers on their cases.
 7. Raise invoices, ensure cheques are logged and paid, and update the PBA account.
 8. Obtaining Police Disclosure and providing disclosure to the Police of Children Services documents.
 9. Answering routine queries on behalf of Child Care Lawyers on cases.
 10. Delivery of documents to Court and other parties on behalf of Child Care Solicitors.
 11. Request and collate evidential documentation for cases.
 12. Dealing with administrative issues in private law cases.

13. Organising process server /courier for delivery of court documents.

14. Assisting Child care lawyers with:

- a) obtaining timescales for experts to do reports;
- b) preparing client letters of instruction of experts;
- c) instructing counsel
- d) any other admin tasks.

15. To undertake other legal business support tasks as detailed in the legal business support assistant job description and other tasks as determined by the Chief Legal Officer.

Job Scope: Number and type of jobs managed: **0**

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Typical tasks supervised/allocated to others: **0**

Budget: **0**

Assets: **0**

Knowledge and Experience:

1. minimum 6 months administrative experience within a legal office.
2. Accurate with an eye for detail
3. Good organisational skills
4. Good verbal communication skills and pleasant telephone manner

The post is based at Civic offices but involves delivering documents to the Court which can be bulky and heavy

Decision Making:

The post requires verbal communication to set up meetings and arrange witnesses.

The arrangements made by the post holder are important to the smooth running of child care cases.

Contacts and Relationships:

Contacts

- (1) Preparation of Court Bundles.
- (2) Payment of Bills
- (3) Organising Meetings.
- (4) Liaising with Court authorisation

Relationships

- (1) Work for Child Care Lawyers – Daily.
- (2) Answering admin queries of Social Workers – Daily.
- (3) Answering admin queries of outside Solicitors - Daily.
- (4) Liaising with Court staff on Action issues - Daily

Creativity and Innovation:

The post requires creativity and ability to innovate systems to ensure all tasks are carried out in tight timescales

Values and Behaviours

We strive to underpin our culture of being 'At our Best' through strong management and authentic leadership. This means getting the management basics right. We own and demonstrate accountability, both individually and collectively, and aim to get things right first time. Building on this we also expect everyone at SBC to demonstrate and live our organisational values and behaviours, by displaying:

- Accountability at all levels
- Customer care and pride in what we do
- Continuous learning and evaluation
- Valuing one another and the contribution each of us makes

In accordance with the provisions of the Data Protection Act 1998, jobholders should take reasonable care to ensure that personal data is not disclosed outside Council procedures, or use personal data held on others for their own purposes. In accordance with the provisions of the Freedom of Information Act 2000, ensure requests for non-personal information are dealt with in accordance with the Council's written procedures.

Employee Signature:

Print Name:

Date

Line Manager's Signature

Print Name:

Date: