



SWINDON
BOROUGH COUNCIL

Role Profile

Job Title: Legal Business Support Assistant	Grade: L	Post Number: P131041
Directorate: Resources and operations	Job Family: Business Administration	Date Prepared: Jan 2021

Role reports to : Legal Business Development and Support Manager

Job Purpose:

To ensure a professional and accurate legal business support to the Legal Team. 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 (including children's team) in an efficient effective and modern manner to agreed timescales in order to ensure the legal team can provide legal service to the Council in accordance with the Chief Legal Officer's requirements.
2. Ensure that sealing is completed on time and to a high standard; liaising directly with the solicitor.
3. To be responsible for the storage, filing and retrieval of all legal documents
4. Ensure documents are saved electronically in the filing system on the PC are available for easy retrieval by staff in the Department. Good knowledge of Legal Department precedent and template storage on the central shared drives.
5. Good knowledge of the Case Management System (IKEN); being proficient of searching for cases, creating new cases and adding documents and bundling and undertaking work using workflows.
6. Scan, merge and convert documents, ensuring a professional presentation is achieved.
7. Download documents from the Internet and Intranet for use by the team and for insertion into other documents i.e. Contracts.
8. Provide a very high standard of typing and communication when creating and editing documentation

9. Advising on work related matters and solutions to computer package/formatting related problems.
10. Input data into the Agreements System for the Legal Team, and search and assist with the retrieval of legal documents.
11. Formatting of documents sent via e-mail into the correct legal standard format.
12. Raise invoices, ensure cheques are logged and paid, and update the PBA account.
13. Carry out Land Registry Searches when requested for the Legal Team.
14. Download, collate and record all Land Registry Searches/dealings on an Excel Spreadsheet with costings included for submission to the Accountancy Support Team for payment.
15. Creation of spreadsheets, forms and other legal documentation for the Law and Democratic Services Team.
16. Answering the telephone, and taking and passing on messages whilst ensuring confidentiality is maintained
17. Open, scan, distribute and act on incoming post. Send out legal documents securely when required.
18. Undertake training with the Legal Childcare Business Support Assistants and support with Childcare Legal administrative tasks, including bundling, when needed.

Supplementary Accountabilities:

Job Scope: Number and type of jobs managed:

Job Scope:

Typical tasks supervised/allocated to others:

Budget:

None

Assets:

Knowledge and Experience:

- Educated to GCSE English/Maths grades A-C or equivalent
- Experience using Microsoft Office – Word, Excel, Powerpoint, Outlook and Internet
- Multi-tasking skills and a very flexible approach to changing priorities are an essential requirement of the job.

Decision Making:

- N/A

Contacts and Relationships:

- Daily communication will include liaising with team members within Business Support and wider Legal Team.
- Contact with Council officers via the telephone, via email and face-to-face.

- Regular contact with the Line Manager keep them fully informed of the activity of the service and discuss any changing requirements

Creativity and Innovation:

- The job involves the creating of spreadsheets, forms and other legal documentation for the Legal Team.

Job Specific Competencies:

- Excellent interpersonal skills
- Adaptable to new tasks and flexible in responding to changes in work patterns
- Ability to work both on own and within a team and demonstrate initiative
- Communicate effectively
- Flexible approach to working within other Law & Democratic Services teams

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

Health and Safety:

In accordance with the provisions of the Health and Safety at Work etc. Act 1974 and the Management of Health & Safety at Work Regulations 1999 you must take reasonable care so as not to endanger yourself or other persons whilst at work. You must also co-operate with the Council to enable it to comply with its statutory duties for health and safety.

You must work in accordance with training or instructions given, make proper use of any personal protective equipment provided and inform your manager of any hazardous situations or risks of which you are aware.

You must ensure you undertake responsibilities relating to your position as detailed within your Directorate Health and Safety Policy

Data Protection:

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 the 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.

NOTE:

This job description is intended as a general guide to the duties attached to the post and is not an inflexible specification. It may therefore be altered from time to time to reflect the changing needs of the department, always in consultation with the postholder.

Employee Signature:

Print Name:

Date

Line Manager's Signature

Print Name:

Date: