



Role Profile

Job Title: Legal Support Assistant	Grade: 4	Post Number: SBC_11777
Directorate: Resources and operations	Job Family: Business Administration	Date Prepared: Jan 2021

Role reports to: Legal Practice Manager

Job Purpose:

To provide a professional legal support to the Chief Legal and Monitoring Officer and the legal team. To prioritise and allocate the tasks required from the legal team to meet the timescales to the satisfaction of the client departments and external stakeholders, Solicitors, Court and the community. Maintain a high level of discretion when dealing with the sensitive and confidential nature of the work.

Key Accountabilities:

1. To provide legal services and administrative tasks with minimal supervision to the legal team (including the adult and children's legal support team) to enable them to deliver the service
2. Identifying and implementing changes to processes and delivery models to ensure that legal services are provided in a cost effective, efficient and modern manner to agreed timescales in accordance with the Chief Legal Officer's requirements
3. To be responsible for monitoring of the Legal inboxes in order to determine which team a query relates to and to ensure that all matters are allocated appropriately and files open accordingly
4. Ensure that sealing of all legal documentation is completed in timely manner and to a high standard and in accordance with the Council's constitution. To ensure that the correct legal authority is entered in to the Council's sealing book
5. To be responsible for the storage, filing and retrieval of all legal documents
6. To set up electronic filing system to ensure all legal documents are saved electronically and ensure access is available to all relevant individuals within the legal team including the easy retrieval
7. To be responsible for the legal department precedents and template storage on the central shared drives. Send timely reminders to all fee earners for documents to be updated.

8. Super user of the IKEN Case Management System including advance knowledge of the search function, creating new case files, adding documents to appropriate files, bundling of Court and other papers and the providing of reports required by the Chief Legal Officer. Undertaking work using workflows.
9. Scan, merge and convert documents from different formats to ensure legal documentation is presented in a professional manner.
10. Download documents from the Internet and Intranet for the fee earners for insertion in to legal documents being worked on by the fee earner i.e. Contracts.
11. To undertake the right to buy processes under the guidance of the Principal Solicitor and to respond to queries in relation to this process including checking of legal title documents to verify the Council's legal title and collating contract documentation including searches, land registry and local land charge searches, preparing transfer documentation.
12. Provide a very high standard of typing and communication when creating and editing documentation.
13. Responsible for the maintenance of the Council's legal deeds and documents including storage, archived and retrieval.
14. In collaboration with the Chief Legal Officer and the Practice manager to prepare the legal office manual to include all the legal practices and processes and ensure that it is accessible on Sharepoint for all.
15. Create performance management data, including report on time recording, cases opened/closed. To compile and review legal KPI data for the Chief Legal Officer.
16. Communicate with Directors/Heads of Service to create and update forward planning for future contract work.
17. Provide one to one support to the contracts Solicitors to enable the preparation, collation and completion of contracts.
18. To be responsible for completing IT and Matrix requests for new starters, ordering of equipment and onboarding process and be responsible for sign off locum Solicitors timesheets Advising on work related matters and solutions to computer package/formatting related problems.
19. Input data into the Agreements System for the legal team and search and assist with the retrieval of legal documents.
20. Formatting of documents sent via e-mail into the correct legal standard format.
21. Raise invoices, ensure cheques are logged and paid, and update the PBA account.
22. Carry out Land Registry Searches when requested for the Legal Team.
23. 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.

24. Creation of spreadsheets, forms and other legal documentation for the Law and Democratic Services Team.
25. Answering the telephone, and taking and passing on messages whilst ensuring confidentiality is maintained.
26. Open, scan, distribute and act on incoming post. Send out legal documents securely when required.
27. To prepare Court documentation using the IKEN workflow for the single justice procedure (education prosecutions) for submissions to the Court to enable hearings to be listed/heard.
28. 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:

Typical tasks supervised/allocated to others: None

Job Scope:

Budget:

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 and keep them fully informed of the activity of the service and discuss any changing requirements

Creativity and Innovation:

- The job involves 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 Legal Services teams

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: