



Role Profile

Job Title: Legal Support Officer	Grade/ Level: CFL4	Post Number: SBC_12421
Directorate: Resources	Job Family: Business Support	Date Prepared: Jan 2021
Role reports to: Legal Practice Manager		
Job Purpose: To provide professional and accurate administrative and business support services to the legal team, 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 solicitors in the preparation of bundles for Court.
3. Good knowledge of the Case Management System 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 Solicitors to fix dates for Court or meetings.
6. Filing documents for Solicitors 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.
9. Answering routine queries on cases on behalf of Solicitors.
10. Delivery of documents to Court and other parties on behalf of 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 Solicitors with:

- obtaining timescales for experts to do reports.
- preparing client letters of instruction from experts.
- instructing counsel.
- any other admin tasks.

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

Job Scope: Number and type of jobs managed: 0

Typical tasks supervised/allocated to others: 0

Job Scope: 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 childcare cases.	
Contacts and Relationships: <u>Contacts</u> • Preparation of Court Bundles. • Payment of Bills • Organising Meetings. • Liaising with Court authorisation <u>Relationships</u> • Work for Solicitors – Daily. • Answering admin queries – Daily. • Answering admin queries of outside Solicitors - Daily. • Liaising with Court staff - Daily	
Creativity and Innovation: The post requires creativity and ability to innovate systems to ensure all tasks are carried out in tight timescales	

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: