

# Job Description and Person Specification

## Paralegal

A Lambeth to be proud of



**Job Title:** Paralegal  
**Grade:** SC6 / SO1 /SO2  
**Department:** Communities, Governance and Change  
**Division:** Legal and Governance  
**Business Unit:** Legal Services  
**Responsible to:** Senior Lawyer  
**Responsible for:** No direct reports

### Job Purpose

- To assist in providing an efficient and effective legal service to the Council by providing paralegal support to the Adult social care team.
- To conduct routine legal work under supervision of the Senior Lawyer.
- To provide support to the management team in the administration of team procedures, team meetings and implementing Lexcel procedures.
- To carry out the duties of the post in a pro-active and enabling manner and within the policy objectives of the Council.

### Responsibilities

#### Principle accountabilities for Scale 6

1. Carry out legal and support tasks in one or more of the fields of civil and criminal litigation, planning, housing, **social care**, employment, regeneration, contracts and conveyance or any other function within the Council's duties.
2. Carry out a range of legal duties as allocated to include dealing with routine legal enquiries by way of telephone and correspondence, obtaining and recording key dates (including hearing dates), writing letters, obtaining statements under the supervision of the Senior Lawyer.
3. Prepare bundles in accordance with court rules, arrange service of documents and arrange attendance at court, liaise with parties and witnesses concerned as appropriate.
4. Attend Court to issue applications and lodge documents, and to assist Counsel as and when required.
5. Liaise with officers and managers in other departments, keeping them informed of progress of cases and taking any other appropriate measures to ensure continued client satisfaction.

6. Collect and present all necessary statistical data and reports for the team as required.
7. Maximise the use and effectiveness of information technology systems including maintaining electronic court diaries.
8. Ensure that all duties are carried out with due regard to the provisions of health and safety legislation, the Council's Equal Opportunities and Customer Care Policies; quality service objectives and other Council and Directorate requirements.
9. Undertake tasks and projects as allocated by the Senior Lawyer in accordance with instructions and to undertake any other duties that may be required consistent with the overall purpose and duties of the post to meet the exigencies of the service.
10. To assist in the drafting of routine pleadings, statements, applications, leases, and the conveyance of property.

### **Principle accountabilities for SO1**

#### All of the accountabilities for SC6 as well as:

11. Organise and manage their own workload to enable legal services to be delivered in a timely way, maximising resources.
12. Draft routine pleadings, statements, applications and leases and conveyances and conduct routine negotiations under the supervision of the Senior Lawyer.
13. Provide cover the workload of colleagues as required.
14. Assist in preparing instructions for Counsel as required with supervision.
15. Design, develop and implement effective administrative procedures for the team.
16. Assist in the development of, to operate and be conversant with the case management system and other working practices to ensure the efficient and effective use of such systems by the team.

17. Undertake legal research and assist senior staff within legal services in respect of their work and the training they provide to clients as required.
18. Make use of materials provided by the Service, e.g. electronic products, journals to ensure that they are conversant with the most current law in their area of work to enable them to give effective and efficient legal support.

## **Principle accountabilities of SO2**

All of the accountabilities for SC6 and SO1 as well as:

19. Undertake non-defended common law/litigation matters and routine undefended matters, attending at criminal and civil courts of competent jurisdiction on interlocutory matters, representing the Council where appropriate and drafting routine documentation and pleadings.
20. To provide legal advice, guidance and support preparing orders and notices, drafting and similar agreements and legal work necessary for the performance of the team's functions.
21. Instruct Counsel for the presentation of cases in court, appeals, inquiries, tribunal and other hearings, negotiations or arbitrations.
22. Prepare briefings for the team on developments and changes in legislation.
23. Prepare reports for managers as required and to accompany and support Legal Officers in meetings and briefings.
24. Assist the Legal Service to achieve the goals set out in its Business Plan including participating in projects to ensure the continuous improvement of the Service.
25. Contribute to the training and induction of new members of staff to ensure a seamless service provision to the Council.
26. Contribute to the development of the Legal Service through identifying opportunities for improvement and contributing to the design and delivery of the Business Plan.

**PERSON SPECIFICATION**  
**Paralegal – SC6 / SO1 / SO2**

<p>It is essential that in your written supporting statement you give evidence or examples of your proven experience in each of the short-listing criteria marked Application (A)</p> <p>You should expect that all areas listed below will be assessed as part of the interview and assessment process should you be shortlisted.</p> <p>If you are applying under the Disability Confidence scheme, you will need to give evidence or examples of your proven experience in the areas marked with “Ticks” (✓) on the person specification when you complete the application form.</p>			<b>Shortlisting Criteria</b>
<p><b><i>For link/career graded post, please mark knowledge, experience, and behaviours clearly for each grade.</i></b></p>			
<b>Key Knowledge</b>	K1	<b>SC6</b> Knowledge of practice and procedures in the team’s area of specialism in a legal setting	A ✓
	K2	<b>SO1</b> Knowledge of local government legal services and practice and procedures in the team specialism	A ✓
	K3	<b>SO2</b> Good understanding and knowledge of one or more of the fields dealt with by the team - civil and criminal litigation, planning, property, housing, <b>social care</b> , employment, regeneration, contracts and conveyancing preferably in a local government setting	A
<b>Relevant Experience</b>	E1	<b>SC6</b> Recent experience of working in a support role within a legal team.	A ✓
	E2	<b>SO1</b> Demonstrable and recent experience of working in a legal support role preferably within a public sector legal department.	A ✓
	E3	<b>SO2</b>	

		Demonstrable and recent experience of handling casework in a paralegal capacity within the team specialism and preferably within a local government department	A
Qualification		<b>SC6</b> Educated to A Level standard or equivalent.	A ✓
		<b>SO1</b> Educated to law degree level or equivalent standard/experience.	A
		<b>SO2</b> Relevant vocational training i.e. Solicitors Qualifying Exam, Bar Professional Training Course, GCILex.	A
Core Values and Behaviours		<b>Equity</b> <ul style="list-style-type: none"> <li>• Listen to the views of others and ask for their opinions making sure that everyone in my team inputs into the things that matter.</li> <li>• Ensure fairness and justice is at the heart of my decision making and support to my team and others.</li> <li>• Take time to build trust, building the respect of our stakeholders and ensuring as a team we take accountability for doing what we agree to do.</li> <li>• Develop others and ensure we work as <b>one team for Lambeth</b>, encouraging everyone to play their part</li> <li>• Take positive action to ensure <b>everyone</b> in my team has opportunities to <b>learn and grow</b> at work</li> <li>• Encourage everyone to <b>be themselves</b> at work and value who they are</li> <li>• I am inclusive and actively <b>celebrate diversity</b>, recognising everyone in my team as individuals.</li> </ul>	
		<b>Kindness</b> <ul style="list-style-type: none"> <li>• Treat each member of my team with <b>respect and dignity</b> just as I would want for myself.</li> <li>• <b>Encourage</b> each member of my team to do their very best work and am available to them to provide support and guidance.</li> <li>• Personalise my support to each team members and look out for them, lending a hand wherever I can</li> </ul>	

		<ul style="list-style-type: none"> <li>• Encourage everyone to try and learn from mistakes and use integrity to take action with my team to put things right together</li> <li>• Work with empathy seeking to understand each and every member of team, their unique perspective and circumstances and ensure everyone is heard</li> <li>• Take the time to communicate, being honest, open and genuine and taking the time to get to know team members as individuals.</li> <li>• Show compassion and patience recognising that everyone in the team has unique experience and celebrating the great work they do for Lambeth.</li> <li>• Look after the health and wellbeing of my team members and encourage open and regular discussions about the issues that impact on them, working together to find solutions.</li> </ul>
		<p><b>Accountability</b></p> <ul style="list-style-type: none"> <li>• I encourage and support my team to do the right thing even when it's tough and we communicate our decisions in a timely way</li> <li>• I ensure my team and employees take individual and collective accountability for performance and delivery, making sure that they have clear plans and performance objectives.</li> <li>• I ensure my team plan ahead, getting the basics right and take swift action when problems arise</li> <li>• I encourage my team to be risk aware and ensuring that our decisions and actions are informed and understood and communicated to others.</li> <li>• I provide regular, timely and constructive feedback to my team members on their performance and behaviours and act quickly when performance is not on track.</li> <li>• I share my learning, knowledge and skills with others thorough coaching and mentoring and encourage others to do the same.</li> <li>• I ensure that my team and I put residents, communities, customers and their needs at the centre of everything we do.</li> <li>• I encourage my team to learn and grow and ask questions to find the information they need to do their jobs</li> </ul>
		<p><b>Ambition</b></p> <ul style="list-style-type: none"> <li>• Am proud of our borough and my team and encourage everyone in the team to aim for the highest possible standards of excellence in everything we do.</li> </ul>

		<ul style="list-style-type: none"> <li>• Encourage my team to be flexible and try new things when it's appropriate to do so and tell me what could be improved.</li> <li>• Promote a one team for Lambeth approach reaching out to our stakeholders to face our challenges together</li> <li>• Encourage and support my team to be courageous for our residents and communities and stop at nothing to ensure they have the best possible outcomes</li> <li>• I make time for the team to Innovate and look for creative ways to do things better, being curious about possibilities.</li> <li>• Positively challenge and encourage the team to collaborate and look for solutions together across service and team boundaries.</li> <li>• Make time for my team to grow and develop taking advantage of opportunities to learn from each other and others. We plan our learning and career growth.</li> </ul>
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