



JOB DESCRIPTION

Role	Paralegal
Reports to	Head of Legal and Deputy Monitoring Officer
Directorates	Resources and Performance
Department	Legal

Job Purpose

- To assist the legal team with sealing, administrative work, research and drafting low level agreements/contracts under supervision.
- Assist the legal team on a wide range of matters.
- Undertake legal research.
- Prepare documents and court bundles with guidance
- Assist the data protection officer in collating documents for disclosure.

Key Responsibilities

- To maintain a caseload of routine and some non-routine matters under supervision.
- To provide clear and accurate legal advice to clients in the CPCA's services.
- To draft legal documentation.
- To research and analyse the law.
- To attend court with counsel on own cases and those of others in Legal Services.
- To use the case management system and to record chargeable hours per annum or such other target as may be set.
- To provide any performance data required by the Service promptly and accurately.
- To ensure that all work is carried out to the standards required by any formal arrangement with clients.
- To play a full part in the team to which the postholder is assigned, attending team meetings, briefings etc and working co-operatively with colleagues.
- Provide administrative support.

Person Specification



QUALIFICATIONS & KNOWLEDGE

Essential

- legal qualification
- Knowledge of and experience in one or more of the following areas of law relevant to the team in which the post holder will be working:
 1. Environment law
 2. Transport Law
 3. Contracts/commercial law
 4. General Litigation
 5. Employment law
 6. Local Government Policy
 7. Procurement & Contracts
 8. Adult education
 9. Property

Desirable

Law degree

EXPERIENCE

- Experience of working in a legal office. (desired)
- Experience of drafting legal documentation.
- Experience of using a case management system.
- Experience of undertaking a caseload of routine and some non routine matters.
- IT literate.
- Experience of achieving chargeable hours targets.
- Experience of providing legal services to clients to agreed standards and of adhering to client care policies and initiatives.
- Understanding of the workings of local government

LEADERSHIP

N/A

OTHER REQUIREMENTS

- To be able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the Council's Equalities Policy.