# EAST SUSSEX COUNTY COUNCIL JOB DESCRIPTION

# Job Title: Legal Officer

# Department: Governance Services

# Grade: [Single Status 7/8](https://www.eastsussex.gov.uk/jobs/working-here/pay/east-sussex-single-status)

# Responsible to: Litigated & Liability Claims Manager

# Purpose of the Role:

Legal Services is a dynamic team which provides advice and representation to East Sussex County Council and to wider public sector partners. The Team advises on a range of matters, including safeguarding vulnerable adults and children, employment, information, criminal and civil litigation, contracts and procurement and planning and highways. The Service is supported by a team of around 50 qualified and unqualified staff.

The role of Legal Officer is to assist in the provision of legal services to the County Council and other clients of Legal Services. Support and assist fee earners in the preparation and conduct of a full range of routine and complex case work and to provide support in relation to the provision of legal advice. This role will carry a caseload with the minimum of supervision.

To provide a high-quality legal service to client departments to enable them to implement decisions within the law and to protect the County Council against prosecution and challenge.

# Key tasks:

1. Contribute effectively to the arrangement for providing legal and administrative support to the lawyers working in the team. Including taking conduct of cases, (under the supervision of a lawyer).
2. Ensure that the Senior Solicitor or any other lawyers working within the department (where appropriate) are at all times adequately informed of matters being dealt with by the post-holder and to assist as required with arrangements for monitoring the progress of the work.
3. Act upon instructions to carry out the objectives of client departments, utilising the post-holders skills, expertise and knowledge to full and lawful effect.
4. Advise client departments of legal and other consequences of proposed courses of action, so as to enable them to give or modify instructions effectively.
5. Undertake casework as required; particular areas of law may be assigned to the post but it is essential that the post holder should be able and willing to carry out a variety of legal work.
6. Participate in the appraisal process currently in place and to participate in training and development activities identified as a result of that process.

**Progression to SS8 is dependent on** **also being responsible for the following tasks;**

1. Demonstrate independence within the role, including using own initiative to undertake tasks, including development of appropriate practices and procedures to streamline service provision.
2. Responsible for holding a more complex caseload in a specialist area with minimal supervision.
3. Responsible for advising in specialist areas which may increase involvement in cases of a contentious or sensitive nature.
4. Providing support and guidance on this specialist area to other members of the team
5. Responsible for providing written advice and guidance on complex and/or sensitive information.
6. Participate in meetings/team discussions to solve problems and implement solutions.

# PERSON SPECIFICATION

# Essential education and qualifications

1. [QCF level 2](https://www.gov.uk/what-different-qualification-levels-mean/list-of-qualification-levelshttps:/www.gov.uk/what-different-qualification-levels-mean/list-of-qualification-levels) in English and Maths or ability to pass assessment at interview
2. Institute of Legal Executive qualification or a substantial part thereof or equivalent or similar qualification e.g. law degree, LPC or BVC or substantial proven fee-earning experience in a legal practice.

# Essential key skills, abilities, knowledge, experience, values and behaviours

1. Ability to communicate effectively to a range of people, including the ability to converse at ease with customer and provide advice in accurate spoken English
2. Negotiating skills
3. Drafting skills
4. Ability to provide prompt and accurate legal advice
5. Ability to analyse facts, research law and apply it
6. Organised and methodical approach to work
7. Accuracy with attention to detail
8. Ability to prioritise work according to importance and urgency
9. Ability to demonstrate experience of conducting own caseload within defined areas of legal practice
10. Working knowledge of using email and word processing software such as Microsoft Office.
11. Knowledge of relevant law
12. Experience of conducting own caseload within defined areas of legal practice
13. Flexible approach to working within the team or on own initiative as required
14. Ability to set and receive priorities, and meet deadlines
15. Ability to work effectively under pressure and deal with unforeseen and urgent demands.
16. Aptitude and willingness to embrace new areas of law and technology and to develop specialist skillsCommitment to providing good customer service.
17. Ability to travel both within and outside the County as required

# Desirable key skills, abilities, knowledge, experience, values and behaviours

1. Understanding of Local Government practice and procedure. Knowledge of democratic and political aspects of local government Recent local government experience.
2. Experience of working in the relevant field of law
3. Experience of working to Lexcel quality standards.
4. Awareness of the challenges and opportunities facing local government

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Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

| **Function** | **Applicable to role** |
| --- | --- |
| Using display screen equipment | Yes |
| Working with children/vulnerable adults | No |
| Moving & handling operations | No |
| Occupational Driving | No |
| Lone Working | No |
| Working at height | No |
| Shift / night work | No |
| Working with hazardous substances | No |
| Using power tools | No |
| Exposure to noise and /or vibration | No |
| Food handling | No |
| Exposure to blood /body fluids | No |