



EAST SUSSEX COUNTY COUNCIL JOB DESCRIPTION

Job Title: Legal Officer

Department: Governance and Community Services

Grade: [East Sussex Single Status Grade 7/8](#)

Responsible to: Senior Solicitor

Purpose of the Role:

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. Carry a caseload with the minimum of supervision.

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.

PERSON SPECIFICATION

Essential education and qualifications

- 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

- Ability to provide prompt and accurate legal advice
- Ability to analyse facts, research law and apply it
- Ability to prioritise work according to importance and urgency
- Ability to communicate clearly and effectively with a diverse range of people and organisations both orally and in writing
- Negotiating skills
- Drafting skills
- Organised and methodical approach to work
- Knowledge of relevant law
- Good IT skills
- Ability to demonstrate experience of conducting own caseload within defined areas of legal practice.
- Flexible approach to working within the team or on own initiative as required
- Ability to set and receive priorities, and meet deadlines
- Ability to work effectively under pressure and deal with unforeseen and urgent demands.
- Aptitude and willingness to embrace new areas of law and technology and to develop specialist skills
- Commitment to providing good customer service
- Ability to travel both within and outside the County as required

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

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

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Job Evaluation Reference:

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/No
Working with children/vulnerable adults	Yes/No
Moving & handling operations	Yes/No
Occupational Driving	Yes/No
Lone Working	Yes/No
Working at height	Yes/No
Shift / night work	Yes/No
Working with hazardous substances	Yes/No
Using power tools	Yes/No
Exposure to noise and /or vibration	Yes/No
Food handling	Yes/No
Exposure to blood /body fluids	Yes/No