

BRIGHTON & HOVE CITY COUNCIL

Job Title:	Legal Support Officer/Paralegal
Reports to:	Senior Lawyer
Department:	Strategy, Governance & Law
Division	Legal Services
Location	Hove Town Hall
Grade	Scale 4 - 6

Purpose of the Job

To provide specialist legal support to lawyers in the Contracts & Procurement Team and to manage own case load of contracts related legal work.

Main Tasks

1. General Office Duties: opening of matters on case management system, collect deeds and files, word processing, proof reading, photocopying, scanning, updating files and drafting documents.
2. Client Care: to ensure that work is carried out to the standards required by the Client. Update the client on case progress over the telephone and in writing at regular intervals in accordance with customer care and quality procedures. Deal with telephone enquiries, provide information required or make referrals as necessary. Arrange meetings/appointments, booking accommodation and ensure the timely follow up of relevant issues.
3. Information Technology: use of office productivity tools such as organiser, word-processing, databases, spreadsheets and case management which support the effective running of the Solicitors Office. To report any faults in software or hardware to the Business Support Team.
4. Communication: Deal with routine correspondence, both internal and external and refer correspondence on where necessary, writing letters on own initiative.
5. Legal Research: basic research of areas of law as required.
6. Fee Earning Work: such as advising on procurements, drafting simple contracts and generally handling own caseload.
7. Health and Safety: To ensure that the Council's Health and Safety Policy and agreed Codes of Practice are observed within the section.
8. Equalities: the post holder must be prepared to implement the Council's Equalities Policy at the level appropriate to the job and must carry out his/her duties with due regard to this policy.

Your duties will be as set out in the above job description but please note that the Council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.

The list of duties in the job description should not be regarded as exclusive or exhaustive.

There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

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PERSON SPECIFICATION

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Department:	Strategy, Governance & Law

Essential Criteria

Job Related Education, Qualifications and Knowledge	<ul style="list-style-type: none">• Knowledge of operating case management and filing systems.• A minimum of 2 A level passes
Experience	<ul style="list-style-type: none">• Particular experience of providing legal and administrative support for a minimum period of 6 months in a defined area of legal practice e.g. property or litigation.
Skills and Abilities	<ul style="list-style-type: none">• Flexibility: the post holder must be able to work independently and as part of a team providing legal support to lawyers and senior lawyers managing demanding caseloads.• Organisational skills: methodical approach to work and an awareness of the need to pay attention to detail, as accuracy is required to keep orderly files and records.• Time management skills: ability to work under pressure to tight deadlines and prioritise work according to importance and urgency.• Communication skills: ability to communicate and cooperate over the telephone and in person. Ability to write clear and concise letters and emails without supervision.• Computer skills: must be computer-literate and preferably have experience of using office productivity tools such as word processing databases, spreadsheets, organiser and other database applications such as time recording and case management systems.• Client care skills and experience of providing a customer-focussed, cost-effective service.• Advisory skills appropriate to work at this level.• Aptitude to embrace new areas of law and new technology and to develop specialist skills further.
Equalities	<ul style="list-style-type: none">• 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.
Other Requirements	n/a