



## **Job profile**

### **Paralegal (Insurance)**

#### **Grade F**

**Group:** Corporate services & Governance

**Service:** Legal & Democratic Services

**Location:** Civic Centre

**Line Manager:** Legal Manager (Litigation, Employment & Education)

**Car User Status:** Casual

#### **Job Purpose**

To provide general legal support within Corporate Services & Governance

#### **The key roles of this post will include:**

1. To be responsible for a caseload of prosecutions and housing legal work under the direct supervision of solicitors and for the preparation of legal documents and correspondence
2. To monitor, record and report on the outcomes of prosecutions matters and claims against the Council
3. To provide advice and assistance on legal matters as requested relating to prosecutions and employment, and to attend meetings with instructing services, external clients and opponents in such matters
4. To attend at Court or Tribunals as required to either represent the Authority or assist the solicitor / Counsel if they are representing the Council at hearings
5. Such other responsibilities allocated which are appropriate to the grade of the post.



## **Knowledge & Qualifications**

### **Essential:**

#### Knowledge

- Legal practice and procedure

#### Experience

- Legal practice and procedure
- Willingness to engage in learning and development opportunities
- Proven experience of excellent oral and written communication skills
- Organisational skills

#### Qualifications

- Law degree, Ilex Part 1
- CPE / LPC

### **Desirable :**

#### Knowledge

- Local Government procedure
- Areas of law relevant to the post

#### Experience

- Local Government
- Expertise in other areas of work



## Competencies

### Customer Focus

Puts the customer first and provides excellent service to both internal and external customers

### Communication

Uses appropriate methods to express information in a clear and concise way to make sure people understand

### Team Working

Works with others to achieve results and develop good working relationships

### Making things happen

Takes responsibility for personal organisation and achieving results

### Flexibility

Adapts to change and works effectively in a variety of situations

### Learning and Development

Actively improves by developing and applying new skills and knowledge and learns from past experiences