

# Lancashire County Council

## Grade Profile

### Grade Profile (Grade 4)

Applies to all posts at Grade 4

<b>Purpose</b>
To apply practical methods, techniques, work procedures or processes in support of, or delivery of the service.
<b>Scope of Work</b>
The purpose of this job is to undertake administrative tasks on behalf of the Litigation Team. Role holders will undertake a variety of standardised procedures and use associated tools and equipment. Personal initiative will be required within the confines of the role.. Applicants should demonstrate an ability to communicate effectively orally and in writing and be able to work under pressure.
<b>Accountabilities/Responsibilities</b>
<ul style="list-style-type: none"><li>▪ Plan and organise straightforward tasks;</li><li>▪ Open and close files for the Litigation Team;</li><li>▪ Provide reports to other services relating to the volume of and cost of claims;</li><li>▪ Handle and process information;</li><li>▪ Provide scanning and printing support to the Litigation Team;</li><li>▪ Book couriers and telephone conferences;</li><li>▪ Provide general information, advice and guidance on established internal procedures;</li><li>▪ Provide limited support and guidance as required to other members of staff.</li></ul>
<b>Skills, Knowledge and Experience</b>
<ul style="list-style-type: none"><li>▪ Previous relevant experience or the ability to demonstrate the competence/capacity to carry out the job.</li><li>▪ Possession of, or the ability to demonstrate the capability to gain, relevant qualifications, training or equivalent where applicable.</li></ul> <p>In addition to the skills knowledge and experience described above, you may be required to undertake a lower graded role as appropriate.</p>
<b>Performance Indicators</b>
<ul style="list-style-type: none"><li>▪ Completion of tasks to required standards and deadlines.</li></ul>

**Lancashire County Council  
Person Specification (Grade 4)**

Requirements	Essential (E) or Desirable (D)	Identified by Application Form (A) or Interview (I)
<b>Qualifications:</b>		
Willingness to gain, relevant qualifications, training or equivalent where applicable.	E	A
<b>Experience:</b>		
Previous relevant experience or the ability to demonstrate the competence to carry out the job	E	A/I
<b>Knowledge and Skills:</b>		
Ability to work as member of a team	E	A/I
Ability to work with only limited supervision	E	A/I
<b>Other (including special requirements)</b>		
1. Commitment to equality and diversity	E	I
2. Commitment to health and safety	E	I
3. Display the LCC values and behaviours at all times and actively promote them in others	E	I