**Job Description**

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| **Directorate:** | Resources | | | |
| **Service:** | Legal and Governance | **Team:** | Adult Social Care, Education & Employment | |
| **Location:** | County Hall, Preston (Flexibility to work from home subject to business needs) | | | |
| **Salary range:** | £27,269 - £31,067 per annum | **Grade:** | | 6 |
| **Reports to:** | Senior Lawyer | **Staff responsible for:** | | N/A |

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| **Job Purpose** |
| * To be responsible for supporting lawyers in the team; Adult Social Care, Education, Employment. * This role will primarily focus on Adult Social Care work. * Providing legal and administrative support to senior members of the team. |
| **Accountabilities/Responsibilities** |
| * Preparing applications and bundles to court. * Taking instructions from inhouse officers and senior members of the team. * Drafting briefs and liaising with counsel in relation to any court proceedings where external legal counsel may be required. * Communicate advice both verbally and in writing to colleagues both within the authority and externally. * Keep up to date with changes in relevant policy/legislation to ensure that you can perform efficiently and undertake research tasks. * Such other duties and responsibilities of a similar grade and nature as may be required. |
| **Other** |
| * **Equal Opportunities**   We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.   * **Health and safety**   All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.   * **Customer Focused**   We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.   * **Safeguarding Commitment**   We are committed to protecting and promoting the welfare of children, young people and vulnerable adults.   * **Skills Pledge**   We are committed to developing the skills of our workforce. All employees will be supported to work towards a level 2 qualification in literacy and numeracy if they do not have one already. |
| **Our Values** |
| **We expect all our employees to demonstrate and promote our values:**   * **Supportive**   We are supportive of our customers and colleagues, recognising their contributions and making the best of their strengths to enable our communities to flourish.   * **Innovative**   We deliver the best services we possibly can, always looking for creative ways to do things better, putting the customer at the heart of our thinking, and being ambitious and focused on how we can deliver the best services now and in the future.   * **Respectful**   We treat colleagues, customers and partners with respect, listening to their views, empathising and valuing their diverse needs and perspectives, to be fair, open and honest in all that we do.   * **Collaborative**   We listen to, engage with, learn from and work with colleagues, partners and customers to help achieve the best outcomes for everyone. |

**Person Specification**

All the following requirements are essential unless otherwise indicated by \*

Your ability to meet the job requirements will initially be assessed by the information provided on your application but further assessment will be undertaken at interview and, in some cases, by using other types of assessment(s).

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| **Qualifications** |
| * 5 GCSE's (including English) or 2 A levels. * Further legal qualification e.g., law degree, LPC, llex or equivalent. OR working towards a professional qualification \* |
| **Experience** |
| * Experience of working in a legal environment. * Experience of working as part of a team. * Experience of working independently with relevant specialised systems, equipment and/or IT software * Working within this area of law, Adult Social Care. |
| **Essential knowledge, skills & abilities** |
| * Strong work ethic and professional attitude. * Ability to communicate effectively, orally and in writing, and to clearly explain technical issues to non-technical users. * Ability to plan and organise a range of activities and priorities to meet statutory deadlines. * Ability to work under pressure and with limited supervision. * Analytical and research skills. * Knowledge and application of the principles, theory, and practice of the relevant area of responsibility. \* * IT skills including ability to use MS Office suite of applications. |
| **Other essential requirements** |
| * Commitment to equality and diversity. |
| * Commitment to health and safety. |
| * Display the LCC values and behaviours at all times and actively promote them in others. |