

Employing council



Job Title	Legal Assistant
Grade	LBN Scale 5
Location	Newham or Havering The post holder must be flexible and work across council sites

Accountable to	Senior Legal Practice Officer
Line management responsibility for	N/A
Job Purpose:	<ul style="list-style-type: none"> • To provide effective administrative support to the legal service, in the provision of advice to Councils, their Members and Officers and external stakeholders. • Support the provision of legal expertise through a shared delivery back office support service and contribute to the delivery of a portfolio of high quality, solution focused legal work across multiple disciplines and sites and to customers in different organisations
Specific Responsibilities	<p>23. Support the service's legal teams with a full range of administrative tasks with minimal supervision and assist the Elections team when required.</p> <p>24. Support teams on project work when required including fact finding, research, maintaining project plans.</p> <p>25. Input data and produce management information from the services legal case management system for lawyers and produce standard letters and documents.</p> <p>26. Identify the need for support tasks and take appropriate action to provide. Such things may include but are not limited to filing and archiving, preparing court bundles, handling incoming and outgoing post, administering the sealing of documents, collection and delivery to courts and third parties, booking and meeting minutes.</p> <p>27. Assist Lawyers and Legal Officers with legal research and basic case work</p> <p>28. Meet and greet clients and invited guests when required including on occasion members of the public.</p> <p>29. Maintain various manual and electronic systems including corporate IT systems, spreadsheets, databases and the legal case management system. Be able to manipulate data to produce information for internal clients, service personnel and third parties.</p> <p>30. Undertake the sealing of deeds, contracts and other documents</p> <p>31. Support the Head of Business Operations Legal and Governance and the Lawyers with maintain Lexcel accreditation.</p>

	<p>32. Any other duties/tasks as required that are commensurate with the general area of responsibility and grade of the post.</p>
<p>General</p>	<ul style="list-style-type: none"> • oneSource is committed to and champions equality and diversity in all aspects of employment and service provision. All employees are expected to understand and promote this approach in their work. • Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good health and safety practices and manage risks appropriately • Deal with any Safeguarding issues that might arise, in line with the Council's policies and procedures. • Comply with Health and Safety Regulations associated with your employment. • Be aware of the council's responsibilities under the Data Protection Act 1984 for the security, accuracy and relevance of all personal data held on such systems and ensure that all processes comply with this. • To treat all information acquired through your employment, both formally and informally, in strict confidence.

Newham - Person Specification
(Not applicable to Havering posts)

The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible.

	Criteria	Method of assessment
Able to demonstrate and evidence a highly developed Competence in:	<ul style="list-style-type: none"> • IT skills including Microsoft Office – Word,Excel.Powerpoint and Adobe. Legal case management systems. • Educated to A level or equivalent, or qualified by experience 	Application and interview
Able to demonstrate and evidence Knowledge and experience in	<ul style="list-style-type: none"> • Producing basic reports from data, maintaining spreadsheets • Understanding of prioritising and organising a workload • Freedom of Information issues and Data protection and its application within the role • Providing excellent customer service in an administrative support role within a professional environment • Understanding of a legal environment and its complexities 	Application and interview
Behaviours and personal qualities	<ul style="list-style-type: none"> • Ability to work using own initiative. • Good organisational skills • Strong customer care skills with the ability to develop and maintain strong communication and working relationships with customers, colleagues and suppliers • Ability to work well in a team to achieve results for the team and the service as a whole. 	Application and interview

Havering Competencies (Not applicable to Newham posts)

Competency Profile

Competencies are a set of descriptions of personal behaviours required by people in their workplace. The 7 competencies describe essential behaviours that everyone is expected to display and observe.

The 7 competencies each have 4 levels that reflect the different levels that employees would be expected to work to.

It is expected that there will be 4 competencies assigned that the employee is expected to demonstrate (for Senior posts it is likely there will be 5 or 6 competencies). One of the competencies expected to be included will be Respecting Others.

Select from the [Competency Framework](#) the required competencies and associated levels (A-D) based on the role needs (level A will generally reflect an employee working in a support role, level D generally reflects those working at a very strategic level).

Complete the table below with the competencies and levels selected. Include the descriptive for the selected level (cut and paste).

Competency	Level	Criteria to be Evidenced (Description)
Achieving Results and Success	A	<ul style="list-style-type: none"> • Understands and applies the Council's requirements and ensures own targets are met • Keeps relevant people informed of progress or issues on key tasks • Checks for accuracy to get things right first time • Looks for and suggests ways to improve working practices • Learns from mistakes • Plans, prioritises and organises workload • Is dependable, responsible and conscientious
Communicating Openly and Effectively	A	<ul style="list-style-type: none"> • Communicates clearly both verbally and in writing • Is polite and approachable • Listens effectively, asking the appropriate questions to clarify understanding • Uses appropriate language and methods of communication to make sure they are understood • Presents and passes on information promptly
Delivering Excellent Customer Service	A	<ul style="list-style-type: none"> • Demonstrates a strong internal and external customer focus, recognising the customer in everything we do • Removes barriers, where able, to provide the best possible service to customers • Takes ownership for solving customers problems and acts as an ambassador for the business • Resolves customer enquiries promptly at point of contact, referring to others when appropriate • Keeps customers up to date and informed

Respecting Others	A	<ul style="list-style-type: none">• Acknowledges the positive contribution that everyone can make• Shows respect and understanding for all individuals, irrespective of gender, ethnic origin, race, disability, age, sexual orientation and religion• Delivers what they have promised• Generates respect and trust• Considers impact of own actions and tries to cater for the differing needs of others
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