Legal Assistant – Civil Team
£19,430 - £24,964
Permanent
10 Woodcock Street, Aston, Birmingham
Working 36.5 hours per week

At Birmingham City Council, we are always looking for people of the highest calibre whose knowledge, skills and experience will help us provide the best possible service. We are working to support a hugely diverse city with a wide range of services in order to make a positive difference every day to people’s lives. Working within one of the largest legal teams in local government, you will be involved in complex, challenging work at this exciting time in Birmingham City Council’s future. Join us, and you’ll be in a great place for both professional and personal development in our large, vibrant and evolving city.

We are seeking an individual who can provide support to Lawyers in the preparation of documentation for disclosure in respect of historical abuse claims. This will include carrying out detailed reviews of social services care records as well as all other related documents, such as medical, prison, probation and education records, creating a chronology of the documents with a summarised narrative, preparing indexed bundles, preparing witness lists and generally liaising with other parties’ legal representatives to the proceedings on timetabling issues.

The successful candidate must be able to demonstrate excellent administrative, organisational skills and written & verbal communication skills as well as an ability to work in a pressurised environment to a high standard.

For any informal enquiries in relation to this role, please contact Claire Dodsley on 0121 303 3990.

Ref: EC1322017

Closing Date: 26 May 2017

“Right to work in the UK documentation will be fully checked for all applicants. All non UK and non EU applicants are required to apply for a Certificate of Sponsorship from Birmingham City Council and must be approved by the UK Border Agency (UKBA) before any employment offer can be confirmed.”
JOB DESCRIPTION

JOB TITLE: LEGAL ASSISTANT
GRADE: 3
DIVISION: LEGAL SERVICES

NO OF POSTS: 1
SECTION: CIVIL

POST REQUIRES POLICE / CRIMINAL RECORDS BUREAU CLEARANCE: YES/NO

1.0 JOB PURPOSE

To undertake under supervision legal and associated clerical and administrative tasks relating to legal cases involving the City Council and to function as a member of a team providing legal service to the City Council.

2.0 DUTIES AND RESPONSIBILITIES

2.1 To assist with legal proceedings in Courts and Tribunals for which the Council is a party.

2.2 To provide support to Lawyers in the preparation of cases in readiness for Court proceedings/Hearings, including the drafting of Court documents and preparing indexed bundles, preparing witness lists, and generally liaising with other parties legal representatives to the proceedings on timetabling issues in accordance with rules of Court and Judicial Protocols as may from time to time be in force.

2.3 To prepare under supervision all Court documentation as required

2.4 To attend Courts and Tribunals, including attending upon Counsel, in connection with any proceedings and to prepare reports thereon as required

2.5 Under supervision to carry out all necessary tasks relating to appeal to Court, Inquiries, Arbitrations and Tribunals (or other appellant body) by or against the City Council

2.6 To carry out appropriate clerical tasks associated with legal work, including filing, photocopying and use of computerised equipment.

2.7 To liaise with officers within the relevant departments and to communicate both orally and in writing with outside bodies including Solicitors in private practice, Counsel and Court or Tribunal Officers.

2.8 To provide assistance to all team members, lawyers and other staff members as required.

2.9 To assist in the instruction and training of other Legal and Clerical Assistants as required.

2.10 To keep him/herself well informed of current issues and developments in matters relating to his/her responsibility. In addition, to be committed to personal development and proactively take part in Investors in People principles.
2.11 To treat everyone with dignity and respect and comply with the Authority’s equal opportunities and other valuing diversity policies in his/her work.

2.12 To carry out such other legal/administrative tasks as may from time to time be required, commensurate with the grade of the job

**OBSERVANCE OF THE CITY COUNCIL’S EQUAL OPPORTUNITIES POLICY WILL BE REQUIRED**

3.0 **SUPERVISION RECEIVED**

3.1 SUPERVISING OFFICER JOB TITLE: Senior Solicitor

   JOB NO:

3.2 LEVEL OF SUPERVISION

   1. Left to work within established guidelines subject to scrutiny by supervisor.

   2. Plan own work to ensure the meeting of defined objectives.

4.0 **SUPERVISION GIVEN** (excludes those who are INDIRECTLY supervised i.e. through others)

<table>
<thead>
<tr>
<th>POST TITLE</th>
<th>GRADE</th>
<th>NO OF POSTS</th>
<th>LEVEL OF SUPERVISION*</th>
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<tbody>
<tr>
<td>NONE</td>
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*Use 1, 2 or 3 as in 3.2

5.0 **SPECIAL CONDITIONS**

6.0 **LOCATION**

The Headquarters for the Legal Services Department is based at 10 Woodcock Street, Aston, Birmingham B7 4BL. The postholder will also travel to and or be based at other office(s) of Legal Services. The working week is based on 36.5 hours and a job-share system is in operation together with a flexitime scheme.
Person Specification

Post: LEGAL ASSISTANT
Grade: 3

Division: LEGAL SERVICES
Section: CIVIL

Method of Assessment (M.O.A.) A.F. = Application Form; I = Interview; T. = Test or Exercise; C. = Certificate; P. = Presentation.

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<thead>
<tr>
<th>CRITERIA</th>
<th>ESSENTIAL</th>
<th>M.O.A.</th>
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<tbody>
<tr>
<td>Education/Qualifications NB: Full regard must be paid to overseas qualifications.</td>
<td>Qualifications not required for lower half of the grade SCP 20 to 23 ILEX qualification or similar required for upper part of the grade SCP 24 to 28</td>
<td>AF &amp; I</td>
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<td>Experience (Relevant work and other experience)</td>
<td>Must of an understanding of legal processes and procedures.</td>
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<td>Skills &amp; Ability e.g. written communication skills, dealing with the public etc.</td>
<td>An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by Part 7 of the Immigration Act 2016 Must be able to demonstrate effective oral and written communication skills An ability to convey information clearly and concisely in writing and face to face Must be able to demonstrate an ability to deal with confrontational circumstances both in person and by telephone An ability to work as a member of a team and to organise own workload Must be able to demonstrate an ability to work to tight timescales in a pressurised environment</td>
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<td>Training</td>
<td>Must be willing to undertake training for the examination of the Institute of Legal Executives</td>
<td>AF</td>
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<td>Other</td>
<td>Must demonstrate an understanding of diversity and its positive impact on the Department and wider organisation Familiarity with computer equipment and software</td>
<td>AF &amp; I</td>
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All staff are expected to understand and be committed to Equal Opportunities in employment and service delivery.