Role Profile and Specification
Legal Assistant

Service Area	Legal Services
Role Title	Legal Assistant
Location	Oxted/Agile
Reports to	Senior Solicitor
Salary/Grade	Grade 1
Duration/Hours	Permanent/37 hours per week.

Service Area Purpose

The Legal Services Department provides a broad range of comprehensive legal support to all the Council's Departments and Members. Roles range from Legal Assistants to Principal Solicitors.

Job Purpose

Providing support for legal services across the range of Council functions, in particular to deal with legal matters relating to planning, property, debts and other general legal work. Supporting routine planning matters including section 106 agreements and undertakings, tree preservation orders and miscellaneous planning enforcement orders and assisting to collate information and respond to FOIs and SARs.

Dealing with straight forward property matters under supervision, including general conveyancing, drafting Licences to Assign, Underlet and carry out alterations in respect of the Council's leasehold property and assisting with Assets of Community Value.

Assisting with debt collection, in the preparation and presentation of cases at tribunals and courts and any other work that the Senior Solicitor allocates to this role.

Specific Responsibilities

- General Office Duties: opening of matters on case management system, collect deeds and files, word processing, proof reading, photocopying, scanning and updating files, sending documents on DocuSign and ensuring that the contract registers are correctly updated and contract scored appropriately.

- Client Care: to ensure that work is carried out to the standards required by the Client. Update the client on case progress over the telephone and in writing at regular intervals in accordance with customer care and quality procedures. Deal with telephone enquiries, provide information required or make referrals as necessary. Arrange meetings/appointments and ensure the timely follow up of relevant issues. Assisting with responses to Ombudsman complaints.

- Information Technology: use of office productivity tools such as spreadsheets and case management which support the effective running of the Legal Services Team. To report any faults in software or hardware to the IT Team.

- Communication: dealing with routine correspondence, both internal and external and refer correspondence on where necessary, writing letters on own initiative.

- Legal Research: research of areas of law as required.

- Fee Earning Work: such as preparing bundles for court, land registry searches, dealing with the conveyance process of purchasing residential properties, consent for works, drafting and completion of a wide variety of documentation in connection with the Council's commercial property portfolio (e.g. standard leases, deeds of variation, licences to assign).

- To play a full part in the Legal Services team, attending team meetings, briefings etc and working co-operatively with colleagues.

- Carry out additional duties commensurate to the level of the role.

Person specification

Qualifications / Education

Essential	Desirable
• Degree	• Law Degree or Postgraduate qualification in law or a desire to complete a qualification.

Experience

Essential	Desirable
• Some experience of providing legal and administrative support within a legal office. • Experience of the law and procedures relating to general legal work and an understanding of the impact of legislation on these processes. • Knowledge and experience of one of the following areas: conveyancing, planning obligations, commercial, procurement and contract law. • Strong organisational skills to gather information, identify relevance and collate documents. • IT skills to utilise software to record and track information, complete online forms, use case management systems	• Experience working in a legal office. • Experience in practising conveyancing, litigation or planning. • Experience of working with an electronic case management system.

and create correspondence and formal legal documents.	

Key Skills and Knowledge

Essential	Desirable
• Flexibility: the post holder must be able to work independently and as part of a team providing legal support to lawyers and senior lawyers managing demanding caseloads. • Knowledge of operating case management and filing systems. • Organisational skills: methodical approach to work and an awareness of the need to pay attention to detail, as accuracy is required to keep orderly files and records. • Time management skills: ability to work under pressure to tight deadlines and prioritise work according to importance and urgency. • Communication skills: ability to communicate and cooperate over the telephone and in person. Ability to write clear and concise letters and notes without supervision. Liaise with the land registry, internal departments and professionals in private practice as necessary. Ability to maintain team diary and arrange meetings. • Computer skills: must be computer-literate and preferably have experience of using office productivity tools such as word processing databases, spreadsheets, organiser and other database applications such as time recording and case management systems. • Adaptable to deal with people in various situations in a polite and professional manner. • Has a flexible approach to work in terms of being prepared to pick up work outside of own specialism to provide cover for others. • Understanding of the broad requirements of the data protection principles. • A commitment to equality and diversity.	• Prepare and distribute court bundles using a Case Management System. • Prepare on behalf of others legal documents including briefs to Counsel, summons, court applications etc.