

Job Description

For Non-Streamlined Positions

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

Role Details

| | | | |
|-----------------------|---|------|-------|
| Job Title: | Legal Assistant (Level 2) | JEID | N0210 |
| Salary Grade: | Scale G £21,589-£23,836 | | |
| Team: | Legal Services - Corporate (Adults, Education and Debt Recovery legal team) | | |
| Service Area: | Governance and Policy – Legal Services | | |
| Primary Location: | Shire Hall, Warwick | | |
| Political Restriction | This position is not politically restricted. | | |
| Responsible to: | Senior Solicitor | | |
| Responsible for: | N/A | | |

Role Purpose

- To provide clerical and administrative support.
- To undertake fee earning activity.
- To undertake legal work such as: file opening, email and letter drafting, preparing advice documents etc.
- To process routine and moderately complex legal matters
- To provide advice to clients (internal and external).

Role Responsibilities - Generic

- Responsible for own files for specific areas of legal work.
- Processing of own matters in a timely way and with quality.
- Assistance and support to fee earners, including legal research.
- Reading, drafting, editing and correcting a wide range of legal documents and correspondence.
- Maintaining Visualfiles case records in accordance with Service procedures, the Office Manual and Lexcel.
- Advising clients on matters within competence (under supervision where required).

- Attending court or other hearings, to support fee earners/counsel as required.
- Providing support to other colleagues as required.

The Head of Law and Governance or his/her nominated representative may revise the work undertaken by the post holder after discussion with him/her and he/she must be prepared to change and develop his/her role to suit the needs of the service.

Role Tasks & Responsibilities - Specific

- Developing information to help schools and academies comply with the GDPR and data protection duties (under supervision as required)
- Giving advice on the GDPR and data protection law in specific cases (under supervision as required)
- Supporting with or conducting audits of GDPR compliance in schools
- Supporting with the provision of training
- Visiting schools as required
- Other duties as may be reasonably directed by the line manager

Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

Essential Criteria

Assessed By:

| | |
|---|---------|
| Law Degree/ILEX3 /Undergraduate degree plus Common Professional Exam (CPE) | A, D |
| OR | |
| 18 months' experience of work related to the area of practice relating to this role | |
| Ability to acquire an understanding of new legal frameworks | A, I, T |
| Organisational and administrative skills and ability to implement new systems and processes | A, I |
| Ability to analyse factual information and apply the law to solve straightforward problems | A, I, T |
| Customer care and communication skills | A, I, T |
| Experience of office systems and effective IT skills | A, I |
| Ability to work under pressure including meeting deadlines and dealing with interruptions | A, I, T |
| Team player | I |
| Experience of handling and processing manual or computerised information | I |

| | |
|--|------|
| Ability to organise own workload and decide priorities | I |
| Integrity and ability to maintain confidentiality | I |
| Ability to travel effectively throughout Warwickshire and the Midlands | A, I |
| | |
| | |

Desirable Criteria

Assessed By:

| | |
|---|------|
| Working with case management system (Visualfiles) | A |
| Knowledge or experience of data protection law | I, T |
| | |
| | |

Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

| | |
|---|---|
| <input type="checkbox"/> Provision of personal care on a regular basis | <input type="checkbox"/> Driving HGV or LGV for work |
| <input type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects | <input type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes) |
| <input type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis | <input type="checkbox"/> Restricted postural change – prolonged sitting |
| <input type="checkbox"/> Lone working on a regular basis | <input type="checkbox"/> Restricted postural change – prolonged standing |

| | |
|--|--|
| <input type="checkbox"/> Night work | <input type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching |
| <input type="checkbox"/> Rotating shift work | <input type="checkbox"/> Manual cleaning/ domestic duties |
| <input type="checkbox"/> Working on/ or near a road | <input type="checkbox"/> Regular work outdoors |
| X - Significant use of computers (display screen equipment) | <input type="checkbox"/> Work with vulnerable children or vulnerable adults |
| <input type="checkbox"/> Undertaking repetitive tasks | <input type="checkbox"/> Working with challenging behaviours |
| <input type="checkbox"/> Continual telephone use (call centres) | <input type="checkbox"/> Regular work with skin irritants/ allergens |
| <input type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels) | <input type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres) |
| <input type="checkbox"/> Work requiring respirators or masks | <input type="checkbox"/> Work with vibrating tools/ machinery |
| <input type="checkbox"/> Work involving food handling | <input type="checkbox"/> Work with waste, refuse |
| <input type="checkbox"/> Potential exposure to blood or bodily fluids | <input type="checkbox"/> Face-to-face contact with members of the public |
| <input type="checkbox"/> Other (please specify): | |