

Role Profile

Job Title:	Paralegal (Legal Assistant): Social Care and Litigation
Grade:	G5 – G7 (career graded)
Directorate:	Legal & Governance Services
Division/Section:	HB Public Law
Reports to:	Team Leader or nominee

ROLE PURPOSE

To support HB Public Law by carrying out legal work and developing, implementing and supporting cutting edge practice management processes. Specifically, this will include:

- To advise on and have conduct of legal files for **children’s and/or adults’ social care, education, employment, civil and criminal litigation**, matters on behalf of the shared services councils and other clients. There are opportunities for paralegals (legal assistants) to move between teams to cover a wider range of legal specialisms.
- To provide advice / undertake research and support lawyers as requested in respect of the work of the teams generally.
- In addition, the role includes clerking Education Exclusion Panel meetings and assisting with training of panel members and officers which can take place outside of normal office hours and off site.
- The role will be supervised by qualified colleagues and the post holder will be expected to provide administrative and systems assistance as a super user of an electronic case management system.

Job Context

HB Public Law is a shared service between a number of North West London boroughs and home countries local authorities. Staff are employed by Harrow Council, but work for a number of public sector clients.

The benefits of the shared legal practice are as follows:

- A greater range and depth of legal expertise,
- More flexibility in response to Council demands,
- Reduced cost,
- Improved career opportunities for staff,
- Improved ability to recruit and retain the best staff; and
- Greater resilience.

The post holder will be part of delivering what the Councils expect of the Practice, which will require them to work at a number of locations, and to undertake different roles for different clients.

HB Public Law sits within the Legal and Governance Services Department of Harrow Council with Democratic & Electoral Services, Mayoralty Support, the Political Group offices and Registration Services.

Generic Duties

- To demonstrate a commitment to the Council’s Equal Opportunities Policy and the ability to understand and implement the policy in relation to the job responsibilities
- To ensure compliance with your responsibilities as laid out in the council’s health and safety policy and take an active role in promoting a positive health and safety culture.
- To promote and participate in the council’s individual performance appraisal and development

initiatives and information management best practice.

- To ensure compliance with the council’s information security policies and maintain confidentiality.
- In accordance with the Immigration Act 2016, where the role is customer-facing and the post holder is required to speak to members of the public, the ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post

Values, Behaviours and Equalities

We want our colleagues to live our values. These values describe what we stand for and how we do things at Harrow whilst inspiring, challenging and guiding us towards the delivery of our organisational ambitions and goals.

Our three values are: **Be Courageous, Do It Together** and **Make It Happen**

These values will also help us to achieve our equalities vision of being a proud, fair & cohesive Harrow, a great place to live, work & visit.

Main Duties

The post holder will be a member of a team of specialist lawyers, and will be expected to contribute to the development of that team, HB Public Law and the wider Legal and Governance department,

The post holder will maintain a significant caseload in compliance with Lexcel requirements and uphold the highest standards of client care in everything they do,

The post holder will work closely with lawyers, managers and support staff in the practice in order to be effective,

The post holder will support the clients of HB Public Law, including other local authorities, schools and housing organisations and may work with external barristers and private law firms to support specific cases / projects,

The post holder will be primarily based in the practice’s London office in Harrow but will be expected to travel to courts and client offices, external barristers and private law firms to support specific cases or projects.

Service Specific Duties

1.	To uphold and demonstrate the values and standards of the Legal & Governance Services Department.
2.	To comply with agreed office procedures, relevant sections of the Inter-Authority Agreements, and Lexcel & IIP standards at all times.
3.	To build good and effective working relationships with colleagues within the Department, clients, elected members and their stakeholders.
4.	To support a team of lawyers covering some of the following: children’s and/or adults’ social care, education, employment, civil and criminal litigation.

5.	To contribute to ensuring the legal team and the Council are aware of, and trained in, relevant developments in law and policy and receives guidance on their implementation in good time to plan their responses.
6.	To contribute to the management and strategy of the department so that it operates and develops in line with Harrow Council's priorities and customer requirements.
7.	To provide to members, officers and project teams proactive, solution focussed legal advice.
8.	To resolve effectively complex professional issues and to set precedents for the resolution of similar issues.
9.	To ensure that the service provided is (a) responsive to corporate and customer requirements, (b) provides value for money to the highest professional standard and (c) complies with Lexcel requirements.
10.	To provide clear and accurate advice to clients in person, on the telephone and in writing.
11.	To ensure that the Practice delivers a seamless legal service by liaising with professional colleagues.
12.	To undertake election duties.
13.	To be available to provide out of hours advice.
14.	As appropriate to represent clients in court, tribunals, panels and external meetings.
15.	To have conduct of routine cases including children's and/or adults' social care, education, employment, civil and criminal litigation matters with appropriate minimal supervision.
16.	To prepare and deliver training.
17.	To undertake advocacy.

	Service Specific - G6 Threshold Measure (All criteria to be met)
18.	To undertake more complex work with minimal supervision in the areas of children's and/or adults' social care, education, employment, civil and criminal litigation matters.
19.	To lead and deliver training to non lawyers in areas of specialism.
20.	To advise member or lay panel members at decision making panels.
21.	To undertake more complex advocacy.

	Service specific - G7 Threshold Measure (All criteria to be met)
22.	To hold the CILEX at Fellow level and be entitled to call yourself a Chartered Legal Executive Lawyer or equivalent qualification.

23.	To regularly have conduct of more complex work with minimal supervision in the areas of children's and/or adults' social care, education, employment, civil and criminal litigation matters.
24.	To contribute to practice wide projects and take an active role in quality assurance and practice improvement.

SELECTION CRITERIA

The selection criteria specifies the knowledge, experience, skills, abilities, qualifications and training required to perform the duties of the post for which you are applying. In your application you will need to explain how your knowledge, experience, skills, abilities gained in paid or unpaid work, study or training, meets each of the selection criteria marked 'A' below, including your awareness, understanding and commitment to equality and diversity in employment and service delivery. If you fail to do so, you will not be shortlisted.

Shortlisting will be on the basis of assessing the selection criteria marked 'A'

Ranking Order (all criteria is equally ranked)	Knowledge Indicator	Essential	Desirable
	General knowledge of English law, practice and procedure in children's and/or adults' social care, education, employment, civil and criminal litigation .	✓	
	General knowledge and understanding of public law principles as they apply to local government.	✓	
	Experience	Essential	Desirable
	Experience of: G5 (1) working in a legal environment, (2) contributing positively in a team, (3) providing written and oral legal advice and guidance to officers/clients, (4) conducting a caseload with minimum supervision covering at least one of the following areas: children's and/or adults' social care, education, employment, civil and criminal litigation , (5) providing legal advice or training in a public setting. G6 (6) working on more complex matters in the specific legal areas named at (4) above with minimal supervision, (7) conducting advocacy if applicable, G7 (8) leading on a project delivering improvements to a legal practice, (9) providing legal advice at public meetings or panels.	✓	

	Education, Qualifications and Training	Essential	Desirable
	<p>Educated to degree standard, with a qualification in law e.g. law degree, CPE, LPC or be studying for or obtained a recognised legal qualification</p> <p>or</p> <p>Substantial experience working in a legal environment in lieu of qualification.</p> <p>G7 CILEX at Fellow level and be entitled to call yourself a Chartered Legal Executive Lawyer or equivalent qualification.</p>	✓	
	Evidence of continuing professional development.	✓	
	Skills and Abilities	Essential	Desirable
	<p>Must be able to:</p> <p>G5</p> <ul style="list-style-type: none"> (1) manage & prioritise workload, (2) understand and meet Lexcel standards in file management, (3) demonstrate excellent client care skills, (4) conduct legal research, (5) use fully Microsoft products & a case management system, (6) record accurately instructions and provide clear advice, in writing and orally, (7) draft legal documents, correspondence and pleadings, (8) present a confident and professional demeanour to gain the trust of clients, (9) undertake advocacy if applicable, (10) speak confidently in public settings, (11) prepare and deliver training. <p>G6</p> <ul style="list-style-type: none"> (12) have conduct of more complex cases with minimal supervision. (13) undertake advocacy if applicable in more complex hearings, (14) develop and lead on training to non-lawyers, <p>G7</p> <ul style="list-style-type: none"> (15) identify and lead on areas of practice improvement, (16) undertaken advocacy in contested hearings. 	✓	

	Other Essential Factors	Essential	Desirable
	(1) Able to work unsocial hours and/or at venues a reasonable distance from primary place of work. (2) To discharge election duties	✓	
	Willing to undergo a Disclosure Barring Service (DBS) check. Eligible to work in the UK.	✓	

Manager Signature	Employee Signature
Job Title	Job Title
Date	Date