



Job description	
Job title	LEGAL ASSISTANT (PROPERTY AND CORPORATE)
Pay Band	J / SCP 26 - 28
Service	LEGAL SERVICES
Section/team	CORPORATE SERVICES
Accountable to	SENIOR SOLICITOR (CORPORATE SERVICES) AND PRINCIPAL CONVEYANCING OFFICER
Responsible for	NOT APPLICABLE
Date reviewed	7 JULY 2021

Purpose of the job

1	<p>To provide sound, proactive and constructive legal advice and assistance to Elected Members and Council officers and internal and external clients (including schools and partner organisations) of Legal Services, primarily relating to a range of property corporate and commercial matters and other procedural matters including:</p> <ul style="list-style-type: none">• Landlord and tenant transactions;• Disposals and purchases both leasehold and freehold;• Leases, licences and service of notices;• Traffic regulation orders; and• Standard form legal documents including section 38 and 278 Highways Act and section 106 Town and Country Planning Act agreements.
2	<p>To work flexibly to meet the needs of the service, including supporting the work of internal Council clients to meet workload demands and more generally:</p> <ul style="list-style-type: none">• To develop, monitor and provide efficient and effective legal services to meet the needs of the Council;• To provide high quality, cost effective property corporate and commercial transaction services to clients to support the management and delivery of Council and partner services, and meeting client aims, ensuring work meets client care standards and response times;• To provide advice and assistance to clients and/or staff as appropriate to the work being undertaken; and



	<ul style="list-style-type: none">To ensure that the Council manages its resources effectively, delivering value for money, exploiting opportunities to drive out inefficiencies and generating income where appropriate.
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Duties and responsibilities

This is not a comprehensive list of all the tasks, which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

Specific Responsibilities

1	General legal support, including examination and drafting of source documents, assisting in the creation, development and maintenance of computerised and other legal records, forms, templates and files, including data input.
2	Work as part of Legal Services delivering an effective, efficient and professional legal service in respect of the Council's property corporate and commercial portfolio and external partner organisations including schools in the Borough.
3	Provide advice to clients on routine day to day legal queries.
4	General administrative support, including filing and photocopying.
5	Participate in projects designed to improve the quality of the legal service.
6	Supervise individuals on work placements.
7	Provide appropriate legal support to corporate legal advisors, solicitors and other legal staff upon specific projects.
8	Provide guidance and training to other staff within Legal Services, as appropriate.
9	Provide technical legal advice and information to clients on a day-to-day basis, including detailed interpretation of legislation, Court and Land Registry procedures and/or the Council's Contract, Land Disposal and Financial Procedure Rules.
10	Provide support to others in handling high profile cases and be aware of the issues.
11	Provide training, supervision and coaching to other staff within Legal Services, as appropriate.
12	Provide training to other staff across the Council, as appropriate.
13	Organise, manage and prioritise own workload.
14	Demonstrate clear knowledge and application of the legislation applicable to the work areas undertaken and keep up to date with new developments.



15	The ability to identify potential risks or difficulties for the Council or client in a proposed course of action and advise accordingly.
16	Demonstrate a good working knowledge of Court procedures, Civil Procedure Rules and/or Land Registry rules and procedures relevant to the work areas undertaken.
17	The ability to give clear instructions to external contractors, such as Counsel, external solicitors, experts, etc.
18	Undertake, without supervision, appropriate legal analysis and research in relation to routine matters/cases.
19	Produce appropriate reports and statements without the need for significant input and/or amendment by supervisors/managers.
20	Demonstrate an awareness of issues affecting client services and the Council as a whole.
21	Demonstrate organisational skills to ensure that targets and objectives are consistently met within relevant or required timescales.
22	Highly developed file and case management skills.
23	Complete, without supervision, core legal processes and procedures relevant to the work areas undertaken, such as drafting and negotiation of complex documents and orders and/or completion of land transactions.
24	Undertake, without supervision, appropriate legal analysis and research in routine matters and, with supervision, more complex cases.
25	Undertake, without supervision, advocacy in routine non-contested cases and negotiation with other parties in relation to claims by or against the Council.
26	Provide clear and understandable advice and interpretation of complex legal correspondence, reports and information, making recommendations where appropriate.
27	Hold a recognised legal qualification appropriate to the grade (i.e. ILEX or successful completion of solicitor or barrister examinations)

General Responsibilities

1	Effectively deliver the requirements of the grade with a positive, flexible and proactive attitude.
2	Undertake other appropriate duties determined by managers that are consistent with the grade and which contribute towards the achievement of the team's objectives and the personal development of the individual post-holder.
3	Provide appropriate support to officers in the Council and across the wider legal functions of the Council.



4	Deal with requests for advice and assistance from clients and, where necessary, direct requests to appropriate person(s).
5	Provide assistance in the delivery of services on time and to customer satisfaction.
6	Assist in the maintenance of good working relationships with all clients to promote confidence in the team's services and employees.
7	Advise clients on routine legal matters and procedures.
8	Provide effective written and oral communication commensurate with the grade.
9	Undertake the timely and accurate completion of tasks in accordance with agreed deadlines.
10	Ability to work on own initiative and as part of a team together with excellent communication skills.
11	Be fully flexible in supporting the functions of the Head of Legal Services and the Legal Services team as appropriate to the grade.
12	Make a positive and proactive contribution to the performance and development of the legal function.
13	Develop and contribute to procedures for the effective and efficient administration of the team.
14	Demonstrate a commitment to good practice by operating in accordance with the requirements of any Legal Services team practices and procedures.
15	Actively participate in the Council's My View or other performance review and development process, with line manager, identifying appropriate technical and personal targets which contribute to individual, team and Legal Services objectives.
16	Participate in all aspects of training and personal development to ensure and improve the efficiency, effectiveness and service delivery.
17	Comply with all requirements of the Health and Safety legislation and Council Policy within the workplace, co-operating with its implementation and taking appropriate action where necessary.
18	Uphold equal opportunities in employment, in advice and in service delivery and promote non-discriminatory practice at all times.

Health and safety

- To use equipment as instructed and trained.
- To inform management of any health and safety issues which could place individuals in danger.



Data Protection and Information Security

- Implement and act in accordance with the Information Security Acceptable Use Policy and Data Protection Policy or any other policy implemented with respect to the Council's responsibilities regarding information security or data protection.
- Protect the Council's information assets from unauthorised access, disclosure, modification, destruction or interference.
- Report actual or potential security incidents or data breaches.

Knowsley Better Together – Staff Qualities

The following qualities have been adopted by the Council and apply to all employees. You are expected to embrace and display these qualities. Your line manager will discuss your behaviour with you, during your My Time and My Time Extra meetings.

- **Integrity.** You are required to be open and honest, maintain high standards of personal behaviour and display strong moral principles.
- **Accountability.** You must take personal responsibility for your actions and decisions and understand the consequences of your behaviour.
- **Communication.** You must listen and talk to others, taking account of other people's points of view. You should share information and strive to work together.
- **Respect.** You must treat people with care and dignity, observing the rights of other people, and helping and supporting others where you can.