



Job description	
Job title	LEGAL ASSISTANT (PROPERTY SEARCHES)
Grade	H (SCP 23 to SCP 25)
Directorate	LEGAL SERVICES
Section/team	CORPORATE SERVICES
Accountable to	SENIOR SOLICITOR (LAND AND PROPERTY)
Responsible for	NOT APPLICABLE
Date reviewed	23 FEBRUARY 2023

Purpose of the Job

1	<p>To provide assistance to Council Officers, primarily relating to land charges matters including but not limited to:</p> <ul style="list-style-type: none">• To handle and reply to applications for Official Searches in the Land Charges Register and resolve customer enquiries• To maintain all the Councils Planning, Building Control and Local Land Charges records.• To research and compile historical information from Planning, Building Control and Local Land Charges records.• To collate and produce statistical data as directed, ensuring the accurate input and maintenance of designated management information systems
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 advice and assistance to clients and/or staff as appropriate to the work being undertaken; and• To ensure that the Council manages its resources effectively, in accordance with the requirements of best practice.

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	Undertake casework as directed by a Solicitor providing, particularly, administrative support
2	Provide advice to clients on routine day to day legal queries.
3	General administrative support, including filing and photocopying.
4	Participate in projects designed to improve the quality of the legal service.
5	Provide guidance and training to other staff within Legal Services, as appropriate.
6	Provide technical legal advice and information to clients on a day-to-day basis, including detailed interpretation of legislation whilst taking accountability for dealing with sensitive and confidential matters.
7	Provide support to others in handling high profile cases and be aware of the issues.
8	Safe use of data within the data management service and in compliance with the Data Protection Act 2018 the UK GDPR and other data protection legislation.
9	Organise, manage and prioritise own workload.
10	Demonstrate clear knowledge and application of the legislation applicable to the work areas undertaken and keep up to date with new developments.
11	The ability to identify potential risks or difficulties for the Council or client in a proposed course of action and advise accordingly.
12	Maintain and good working relationship with other members of the Department, Councillors, Managers and other officers of the Council.
13	Undertake, without supervision, appropriate legal analysis and research in relation to routine matters/cases.
14	Produce appropriate reports and statements without the need for significant input and/or amendment by supervisors/managers.
15	Demonstrate an awareness of issues affecting client services and the Council as a whole.
16	Demonstrate organisational skills to ensure that targets and objectives are consistently met within relevant or required timescales.
17	Highly developed file and case management skills.
18	Complete, without supervision, core legal processes and procedures relevant to the work areas undertaken, such as drafting and negotiation of documents and orders.
19	Undertake, without supervision, appropriate legal analysis and research in routine matters and, with supervision, more complex cases.
20	Provide clear and understandable advice and interpretation of complex legal correspondence, reports and information, making



	recommendations where appropriate.
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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,
- Protect the council's information assets from unauthorised access, disclosure, modification, destruction or interference,
- Report actual or potential security incidents.

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.