



Job description

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| Job title: | Legal Officer |
| Grade: | Band 8 |
| Directorate: | Legal and Governance |
| Reports to: | Senior Lawyer |

Purpose of the job

To provide professional support to lawyers in Legal Services in relation to legal case matters, supporting the fee earners in the delivery of legal work in both contentious and non-contentious service areas by undertaking such tasks as are allocated, undertaking a personal caseload of straightforward legal matters and building a relationship with our client officers.

Main areas of responsibility

The successful applicant will be required to provide professional support to lawyers to ensure the efficient running of legal matters. Be flexible as well as being supportive of changing priorities. Have the ability to prioritise and meet deadlines as well as having good organisational skills alongside paying attention to detail. To promote, facilitate and assist in the development and implementation of a customer focused legal service and to undertake other duties appropriate to the grading of the post as required.

Main duties

- To undertake and be personally responsible for a caseload of straightforward legal matters.
- To provide professional support to lawyers to ensure the efficient running of legal matters.
- To carry out legal research using both manual and electronic resources, analyse and solve legal issues in relation to contentious and non-contentious matters and provide assistance to officers where appropriate.
- To maintain confidentiality of information acquired in the course of undertaking duties for the Service.

- To be responsible for your own continuing self-development, undertaking training as appropriate.
- To provide legal advice both orally and in writing to ensure the Council acts within the law.
- To work in accordance with such quality management systems as may be introduced and to comply with targets/KPI's so as to ensure the Service Plan is delivered within the Council's Corporate Plan and changing needs,
- Carry out other miscellaneous legal work as may be allocated.
- To interpret existing and proposed legislation, Government guidelines and case law to identify and recommend necessary changes to Council procedures and policy in respect of matters relevant to the role or otherwise as instructed.
- To proactively contribute to improving the delivery of Legal services.
- To assist and proactively contribute in any extended partnership working with other Local Authorities, or other organisations.
- To attend meetings as legal advisor, as requested.
- To attend and advise at meetings as requested.
- To undertake such other duties as may be required.
- To comply with Corporate Standards and legal policies/procedures as required.
- To ensure that new and upcoming legislation which may affect the Council is brought to the attention of a manager to ensure that the necessary briefings can be issued to highlight implications and ensure compliance.
- To ensure that conduct is in accordance with the Council's policies.

The responsibilities and duties will vary from time to time without changing the character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

The post holder will be expected to adopt a flexible approach to ensure the efficient and effective implementation of relevant legislation, the Council's policies and programmes.

Values

To promote and ensure our values are embedded in all aspects of service delivery and partnership working:

- **We Care:** Valuing others and developing ourselves; committed and passionate about what we do.

- **We Innovate:** Ambitious, creative and resourceful; responding positively to challenges.
- **We Achieve:** Taking responsibility and seeking excellence; always proud to serve.

Health and Safety

To take reasonable care for the health, safety and well-being of yourself and others who may be affected by acts or omissions at work.

Equality

Melton Borough Council has a moral and legal duty to demonstrate fairness to our community, service users and staff. We aim to ensure our services are accessible to everyone and that our employment practices are barrier free and provide equal opportunities for prospective and current employees.

The responsibilities and duties listed above will vary from time to time without changing the character of the post or the level of responsibility entailed. You will be expected to adopt a flexible approach to ensure the efficient and effective implementation of relevant projects, programmes, policies and procedures.



Person specification

Experience of working, supporting and advising in a professional environment.

Some knowledge of working in Local Government

IT literate with a good level of IT skills

Ability to interpret, draft and advise on legal agreements

Ability to undertake legal research and analysis

Ability to explain the law and legal solutions to non-legally qualified people

Excellent oral and written communication skills

Ability to work under pressure and meet deadlines

Commitment to team working

Awareness of customer care issues

The successful applicant must be self-motivated with drive and enthusiasm

Have excellent inter-personal communication skills with a problem-solving and innovative approach to work

Qualifications

A legal qualification and/or legal support experience.