

TENDRING DISTRICT COUNCIL

JOB DESCRIPTION

Job Title: TRAINEE LEGAL EXECUTIVE

Post No: 10001374

Department: Corporate Services

Grade: 3 - 5

Reports to: Head of Legal Services

1. JOB PURPOSE

To undertake legal work including research, preparing documentation and correspondence, supporting and working with all lawyers and officers within the Legal Service Team including with administrative work as a key member of the legal team within a busy local government environment

2. JOB ACTIVITIES

a) The postholder will provide support to the Council's Solicitors and Legal Executives in the provision of the day to day advice and representation to, and of the Council. The postholder will be expected to work in one or more of the following areas of law, including but not limited to:

The primary areas of law:

- Litigation, civil (including debt collection) and prosecutions (including enforcement)
- Property (including forfeiture, leases, etc.)
- Contract

The secondary areas of law:

Housing (including possessions)

Duties include:

- b) Researching, preparing detailed notes reporting findings including various formal reports, and advising upon all aspects of law and procedure within specialist areas of law.
- c) Progressing any matter of property, litigation, contract or other cases.
- d) Instructing and assisting Counsel or other advocate in complex cases including representing the Council and client departments before tribunals and courts.
- e) Drafting and preparing basic documents within specialist areas of law, which could include e.g. detailed advice notes, contracts for council works, documents for use in litigation, particularly cases of debt collection on behalf of the Council, or leases, licences or other documentation in relation to property matters.
- f) Working with and providing assistance to the Council's Solicitors, Legal Executives and other officers of the Council within the Local Government environment including matters of research,
- g) Representing the Council before the courts when sitting in chambers on matters where appropriate to do so, and as and when required.
- h) Carrying out any other duties as assigned.
- i) Throughout all areas of the Legal Team's work developing and maintaining client care and relationships with external parties, meeting both internal and external deadlines and managing cases of whatever type from matter commencement to conclusion.

3. CORPORATE RESPONSIBILITIES

- You are required to adhere to the Council's HR and ICT policies, procedures and schemes, including Age, Alcohol, Drugs and Substance Abuse, Equality and Diversity, Flexible Working Hours, Discipline, Grievance, Harassment, Health, Safety & Welfare; Lone Working, Managing and Developing Personal Performance (MDPP), No Smoking, Sickness & Ill Health, Stress, Race Awareness, Violence at Work and Working Time Regulations. E-Mail, Internet, Intranet, iT Monitoring, ICT Security, Records Management and Retention as well as financial and contract regulations, delegated powers, the Data Protection Act and the Freedom of information Act.
- You must:
 - work to any standards imposed by the Council in maintaining and improving its status under Investors in People (I iP)
 - maintain high quality corporate and service standards and best practice as required.
 - work towards achieving good performance on relevant performance indicators both local and statutory as part of a team.

4. SPECIAL CONDITIONS

- From time to time you may be required to attend evening meetings, work all reasonable hours to ensure deadlines are met and attend out-of-hours emergencies.
- You must keep up to date with and implement any changes insofar as they apply to your role be they new or amended legal requirements, internal and external policies or any Council or delegated decisions.
- You will be required to be able to drive and to have access to a car for work purposes.
- You must keep up to date with and implement any changes insofar as they apply to your role be they new or amended legal requirements, internal and external policies or any Council or delegated decisions.
- Annual/Flexi Leave is not normally permitted during normal college attendance days for Council sponsored qualifications. (Career Grade posts)
- Career Grade Progression will be subject to progression bars in accordance with the details in the agreed Career Grade Scheme for this post and you will not move onto the next level specified unless you have met the career grade criteria as specified.

This job description is a guide to the duties the post-holder will be expected to undertake. It is neither exhaustive nor exclusive and will be changed as working requirements dictate.

TENDRING DISTRICT COUNCIL

PERSON SPECIFICATION

Job Title: Trainee Legal Executive

Post No: 10001374

It will help the assessment of your application if you ensure it addresses each of the requirements set out in this document.

KNOWLEDGE AND FORMAL TRAINING

- A level passes A* - C or equivalent in English and Mathematics
- Legal qualifications an advantage e.g. legal apprenticeship or other paralegal qualification
- Accurate and prompt document preparation
- Ability to explain basic legal practices and procedures
- Ability to use a case management system an advantage

PROFESSIONAL & TECHNICAL DEVELOPMENT

- Student membership of the Chartered Institute of Legal Executives or equivalent
- Demonstrated expertise in one or more of the following areas of law would be an advantage:

The primary areas of law

- Litigation, civil (including debt collection) and prosecutions (including enforcement)
- Property (including forfeiture, leases, etc.)
- Contract

In addition to expertise in one or more of the above areas, expertise and/or a desire to gain experience in one or more of the following areas of law would be useful:

The secondary areas of law:

- Housing (including possessions)
- Right to buy transactions
- Proficient in using Word, Outlook, and Excel.

COMPETENCY REQUIREMENTS

The following competencies will be used in making the initial selection decision:

1.1 Deciding and Initiating Action

- a. Makes prompt, clear decisions which may involve tough choices or considered risks
- b. Takes responsibility for actions, projects and people
- c. Takes initiative, acts with confidence and works under own direction
- d. Initiates and generates activity

2.1 Working with people

- a. Demonstrates an interest in and understanding of others
- b. Adapts to the team and builds team spirit
- c. Recognises and rewards the contribution of others
- d. Listens, consults others and communicates proactively
- e. Supports and cares for others

3.1 Relating and Networking

- a. Establishes good relationships with customers and staff
- b. Builds wide and effective networks of contacts inside and outside the organisation
- c. Relates well to people at all levels
- d. Manages conflict
- e. Uses humour appropriately to enhance relationships with others

4.1 Writing and Reporting

- a. Writes clearly, succinctly and correctly
- b. Writes convincingly in a engaging and expressive manner
- c. Avoids the unnecessary use of jargon or complicated language
- d. Writes in a well-structured and logical way
- e. Structures information to meet the needs and understanding of the intended audience

6.2 Delivering Results and Meeting Customer Expectations

- a. Focuses on customer needs and satisfaction;
- b. Sets high standards for quality and quantity;
- c. Monitors and maintains quality and productivity;
- d. Works in a systematic, methodical and orderly way;
- e. Consistently achieves project goals.

The Post-holder should note that there are other competencies relevant to this role which may be used in the on-going appraisal of the post-holder. Please refer to the full Universal Competency Framework on the Council's Intranet.

Further requirements that must be met and continued before progressing to Grade 4 are set out in the Career Grade for this post below.