**Job Description** 

**Legal Assistant**

**Role Profile** Specialist 4 (SG04)

**Service/Team** Legal & Democratic

**Reports to** Team Leader, Legal Services

**Responsible for** N/A

**Number of posts**

**Post number** - - - - -

**My job improves the quality of life for the people of Bournemouth, Christchurch and Poole by…**

ensuring the councils have access to professional, efficient and high quality legal services that enables and supports the councils to achieve their strategic objectives and priorities within the relevant legal and governance frameworks and fulfil their statutory responsibilities.

**Job Overview**

Provide professional support and assistance to the Lawyers and Senior Lawyers within the team.

**Key Responsibilities**

• Prepare and advise on documents in the relevant field of law

• Provide support in respect of preparing Court and Tribunal applications

• Produce reports and submit applications relevant to the team for which you are providing support

• Prepare and advise on agreement relevant to the team for which you are providing support

• Provide assistance to the team including submitting applications and searches, and other administrative tasks as required

**Specific Qualifications and Experience**

* CILEx Level 3 Certificate in Law and Practice or extensive proven relevant experience

• Previous experience of dealing with contracts, property matters, planning, child care, adult social care or litigation (as applicable)

**Personal Qualities & Attributes**

• Commitment to public service and an understanding of the councils’ role

• Commitment to effective team working

• Pro-active, professional and detail orientated

**Job Requirements**

• Must be able to travel, using public or other forms of transport where they are viable, or by holding a valid UK driving licence with access to own or pool car

This job description is not exhaustive and reflects the type and range of tasks, responsibilities and outcomes associated with this post.