

## Role profile

<b>Job Title:</b>	<b>Paralegal (Prosecutions &amp; Licencing)</b>	<b>Grade:</b>	<b>8-10 Spinal column point range: 26 - 34</b>
<b>Department:</b>	<b>Legal &amp; Democratic Services</b>	<b>Post no.:</b>	<b>65288</b>
<b>Directorate:</b>	<b>Chief Executive's Department</b>	<b>Location:</b>	<b>Perceval House</b>

<b>Role reports to:</b>	<b>Senior Lawyer – Prosecutions &amp; Licencing</b>
<b>Direct reports:</b>	<b>N/A</b>
<b>Indirect reports:</b>	<b>N/A</b>

## Job description

Recruitment practices to safeguard and promote the welfare of children and/or vulnerable adults apply to this post in addition to the requirement to obtain a Disclosure and Barring Service (DBS) check.

### Purpose of role

- To provide support to the department's lawyers dealing with matters relating to the Council's litigation, regulatory and prosecution matters.
- To manage and support casework on matters relating to the Council's litigation, regulatory and prosecution.
- To assist with legal research, the drafting of advice, preparation of legal documentation and conduct legal proceedings in relation to the Council's litigation, regulatory and prosecution functions.
- To provide support and legal advice on other council functions if requested to do so.

For the purposes of this Role Profile 'regulatory matters' includes planning, licensing, highways, transport and parking and enviocrime matters including any agreements, notices, orders, hearings, inquiries and appeals, prosecutions and the review of policies and protocols associated with such matters.

## **Key accountabilities**

- To conduct casework on straight forward legal matters.
- Preparing advice to clients in relation to the Council's litigation, regulatory and prosecution functions.
- Instruct counsel as necessary, arrange case conferences and attend with counsel at hearings/inquiries as required.
- Assisting lawyers and counsel with the conduct of routine legal proceedings.
- Supporting the lawyer on duty in advising the client on urgent and non-urgent requests for legal advice, including applications to Courts and Tribunals.
- Managing own case work to comply with time limits, meet deadlines and advise on strategic case management to ensure that matters are processed effectively and efficiently.
- Conducting legal research in relation to the Council's litigation, regulatory and prosecution functions.
- To familiarise and keep up to date with changes in the law and legal practice.
- To assist in identifying the training needs in relation to the Council's litigation, regulatory and prosecution functions and to participate in the provision of appropriate training.
- Providing support to facilitate the development and implementation of new procedures within the team.
- Other duties and responsibilities of a similar professional nature, and at a similar responsibility level to those described above which may be allocated.
- To provide a consistent and fair approach towards members of the public and Council employees in accordance with the Council's Customer Care and Equal Opportunities Policies.

## **For Grade 9**

- To conduct casework on legal matters including evaluation of evidence, case preparation and, where appropriate, advocacy. This shall include debt recovery.
- Assisting lawyers and counsel with the conduct of routine and more complex legal proceedings.
- To assist in identifying the training needs of clients in relation to the Council's litigation, regulatory and prosecution functions and to participate in the provision of appropriate training.
- Contributes to the development and implementation of new procedures within the team.

## **For Grade 10**

- With minimal supervision, to conduct casework on a range of legal matters including evaluation of evidence, case preparation and, where appropriate, advocacy. This shall include debt recovery and routine prosecution matters.
- Arrange case conferences and attend hearings/inquiries where there are rights of audience as required.

- To take the lead in identifying and delivering the training needs of clients in relation to the Council's litigation, regulatory and prosecution functions.
- Leads the development and implementation of new procedures within the team.

### **Key performance indicators**

- Effective management of caseload with minimal supervision.
- Effective customer/client engagement.
- Completion of tasks to agreed standards and timeframes.
- Training undertaken as planned.
- Development objectives met.
- Effective advocacy (where appropriate)
- Targets, including chargeable hours targets, to be met or exceeded.

### **Key relationships (internal and external)**

- Officers and occasionally Members of the Council.
- Court/Tribunal staff and Judges.
- Parties and experts within court proceedings.
- Council partners (e.g. Local Strategic Partnership, West London Alliance).
- Solicitors, Counsel and other advisers.

### **Authority level**

- Nil

## **Person specification**

Recruitment practices to safeguard and promote the welfare of children and/or vulnerable adults apply to this post in addition to the requirement to obtain a Disclosure and Barring Service (DBS) check.

### **Essential knowledge, skills and abilities**

1. Knowledge and understanding of law and procedure relating to Local Authority litigation, debt recovery, regulatory and/or prosecution functions.
2. Ability to manage own caseload effectively and efficiently.
3. Ability to conduct legal proceedings including preparation of application/claim forms, advising on evidence, handling disclosure and, where appropriate, advocacy.
4. Ability to conduct legal research or aptitude to learn.
5. Knowledge and understanding of law and procedure relating to Local Authority litigation, debt recovery, regulatory and/or prosecution functions.
6. Ability to manage own caseload effectively and efficiently.
7. Ability to conduct legal proceedings including preparation of application/claim forms, advising on evidence, handling disclosure and, where appropriate, advocacy.
8. Ability to conduct legal research or aptitude to learn.

9. Ability to communicate effectively both orally and in writing.
10. Good attention to detail.
11. Flexibility and adaptability in attitude and approach to work.
12. Effective time management and the ability to work under pressure and as part of a team.
13. Competent ICT skills including basic keyboard skills, familiarity with word-processing packages, case management systems and simple databases or ability to acquire the same.
14. Understanding of the Council's decision-making processes.
15. Demonstrates knowledge of and commitment to Equal Opportunities.

**Essential qualification(s) and experience**

1. Good GCSE and A-levels (or equivalent) or degree level education, or;
2. Full or trainee membership of CILEx (Chartered Institute of Legal Executives) or the National Association of Licensed Paralegals (NALP), or similar, or;
3. Graduate Diploma in Law (GDL) or the Legal Practice Course (LPC), or to be working towards achieving the same.

## Values and behaviours

Improved life for residents	Trustworthy	Collaborative	Innovative	Accountable
<ul style="list-style-type: none"> <li>• Is passionate about making Ealing a better place</li> <li>• Can see and appreciate things from a resident point of view</li> <li>• Understands what people want and need</li> <li>• Encourages change to tackle underlying causes or issues</li> </ul>	<ul style="list-style-type: none"> <li>• Does what they say they'll do on time</li> <li>• Is open and honest</li> <li>• Treats all people fairly</li> </ul>	<ul style="list-style-type: none"> <li>• Ambitious and confident in leading partnerships</li> <li>• Offers to share knowledge and ideas</li> <li>• Challenges constructively and respectfully listens to feedback</li> <li>• Overcomes barriers to develop our outcomes for residents</li> </ul>	<ul style="list-style-type: none"> <li>• Tries out ways to do things better, faster and for less cost</li> <li>• Brings in ideas from outside to improve performance</li> <li>• Takes calculated risks to improve outcomes</li> <li>• Learns from mistakes and failures</li> </ul>	<ul style="list-style-type: none"> <li>• Encourages all stakeholders to participate in decision making</li> <li>• Makes things happen</li> <li>• Acts on feedback to improve performance</li> <li>• Works to high standards</li> </ul>