

Directorate:	Chief Executive's Department
Unit/Section:	Governance, Law & Democracy Office of the General Counsel
Grade:	KR7
Responsible to:	Head of Planning and Highways Legal Team

Purpose of the Job:

Responsible for accomplishing Governance, Law and Democracy (“GLD”) departmental objectives by supporting the Head of Planning and Highways (“HPH”) and other legally qualified members of the team on transactional matters across the Council with a particular focus on Deferred Payment Agreements (“DPAs”) together with redemptions and discharges of No Use Empty Loans and other charges.

To support the HPH by preparing and processing of signing and sealing requests and the engrossment of documents as necessary therefore there is an expectation of office attendance to facilitate this.

Main duties and responsibilities:

- Assisting with deferred payment agreements (DPAs) and redemptions including drafting legal documents.
- Assisting with the completion of legal documents and post completion work (initially under supervision).
- Making applications to the Land Registry including applications to update the register and applications to expedite.
- Monitoring the progress of Land Registry applications and reporting to clients on completion.
- Undertaking legal research.
- Proof reading agreements.
- Preparing pre-completion reports.
- Contributing to a range of continuous improvement initiatives appropriate to the role, including ad- hoc and longer-term pieces of work to support the changing business needs, responding positively to alternative and improved new methods of working.
- Take a proactive approach in supporting and encouraging with environmental-friendly working as part of the County Council’s Green Agenda.

Footnote: This job description is provided to assist the job holder to know what their main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

Kent County Council

Person Specification: *Legal Assistant / Paralegal*

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	<ul style="list-style-type: none">• Level 3 diploma or equivalent with proficient technical, practical and well-developed computer skills
EXPERIENCE	<ul style="list-style-type: none">• Experience of working in a legal environment or local government environment• Strong experience of using IT packages such as Word, Excel, Outlook and PowerPoint
SKILLS AND ABILITIES	<ul style="list-style-type: none">• Ability to work effectively to high professional standards, including being able to respond quickly and accurately to urgent matters and meet agreed deadlines• Good literacy and numeracy skills• Computer literacy – ability to use a computer and produce a range of accurate documents, using Microsoft Office packages and basic databases, input information, once training has been provided• Ability to work to deadlines• Good organisational skills, gained either through a course of study or within paid or voluntary work• Good team working skills• Ability to work fast and under pressure, using initiative and adopting a proactive approach• Excellent communication skills – both written and oral• Ability to cultivate good working relationships with internal clients and other stakeholders• Ability to work confidentially, keeping work-related issues and discussions in the workplace• Commitment to equalities and the promotion of diversity in all aspects of working
KNOWLEDGE	<ul style="list-style-type: none">• Knowledge of the process relating to execution of documents• Knowledge of the process relating to undertaking Land Registry Searches and making applications to the Land Registry• Awareness of the services provided by Kent County Council particularly in the areas of the Governance, Law and Democracy functions• Awareness that work-related issues, conversations, information and data are to be kept confidential within the workplace• Awareness of equalities and diversity issues – respecting the needs and views of other people• Understanding of health and safety issues within the workplace, once these have been explained

**KENT VALUES
AND CULTURAL
ATTRIBUTES**

Kent Values:

- We are **brave**. We do the right thing, we accept and offer challenge
- We are **curious** to innovate and improve
- We are **compassionate**, understanding and respectful to all
- We are **strong together** by sharing knowledge
- We are all **responsible** for the difference we make

Our values enable us to build a culture that is:

Flexible/agile - willing to take (calculated) risks and want people that are flexible and agile

Curious - constantly learning and evolving

Compassionate and Inclusive - compassionate, understanding and respectful to all

Working Together - building and delivering for the best interests of Kent

Empowering - Our people take accountability for their decisions and actions

Externally Focused - Residents, families and communities at the heart of decision making