

Job Description: Legal Assistant

Group:	Child Protection Group
Responsible to:	Heads of Group
Location:	Abbey Wood Road, Kings Hill
Salary:	Competitive

Personal Qualities:

The post holder will have a good standard of education and have the ability to apply previous academic learning to develop and progress in the role. The post holder must be able to demonstrate effective interpersonal skills together with a positive and enthusiastic attitude to work.

The post holder must be able to respond in an appropriate manner to supervision and be able to work in a team environment. Subject to appropriate supervision the post holder must be able to demonstrate initiative and an ability to prioritise work in order to meet both internal and external deadlines.

Purpose of the Job:

- To develop and to apply the post holder's professional knowledge and experience effectively in a legal environment.
- To assist qualified lawyers in an effective and meaningful way in order that the requirements of Invicta Law's clients are met in a timely, efficient, and professional manner.
- To develop the post holder's knowledge and experience across the group's area of practice.

Main Duties and Responsibilities:

- Provide effective and efficient support to qualified lawyers and others as directed.
- Liaise effectively with colleagues and clients.
- Presentation of court bundles.
- Work to deadlines, and within agreed costings where directed.
- Achieve and maintain good working relationships with internal and external clients, colleagues, other Local Authority staff, and external practitioners and partners.
- Carry out such other duties commensurate with the post as directed.



Person Specification: Legal Assistant - Child Protection Group

The following outlines the Minimum criteria for this post.

Applicants who have a disability and who meet the minimum criteria will be shortlisted.

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

Minimum	
Qualifications (if essential)	Law degree, GDL or CILEX Part I
Experience	Experience in a legal assistant role or equivalent relevant legal experience (which can include work undertaken on a voluntary basis)
Skills and Abilities	Good IT skills including knowledge of Microsoft Office packages Ability to work fast and under pressure, using initiative and adopting a proactive approach. Able to cultivate good working relationships with clients with minimum supervision
Knowledge	A good understanding of legal practice and ability to learn the area of law quickly to the extent required to support the qualified lawyers and other colleagues within the Group.
Personal Qualities	Good interpersonal and negotiating skills. Flexibility and the ability to work to deadlines. Ability to work as part of a team and a willingness to seek improved ways of working. A can do and customer focused approach. A commitment to further professional development, including a willingness to learn.

