

<b>Directorate:</b>	<b>Chief Executive's Department</b>
<b>Unit/Section:</b>	<b>Legal Services</b>
<b>Grade:</b>	<b>KSE</b>
<b>Responsible to:</b>	<b>Head of Group / Deputy Head of Law</b>

**Purpose of the Job:**

Responsible for accomplishing Legal Services departmental objectives by providing legal advice and assistance to the Council including drafting all necessary legal documentation in respect of the relevant Specialism(s).

To support the relevant Head of Group / Deputy Head of Law in the delivery of the Corporate Responsibilities.

**Main duties and responsibilities:**

- To assist on all aspects of work within one or more of the following specialisms:
  - Planning relating to planning applications, appeals, enforcement;
  - Highways relating to highways law, public rights of ways and village greens;
  - Property relating to various residential and commercial property transactions;
  - Contracts and Commercial including works, services, concession and health related services contracts, public procurement and subsidy control; and
  - Litigation including Judicial Reviews, discrimination claims, Human Rights Act claims, money claims, and debt recovery.
- “the Specialisms”
- Create new legal files and complete associated tasks on case management system;
- Assisting with drafting legal documents and the completion of legal documents and post completion work (initially under supervision);
- Making applications to the Land Registry and monitoring the progress applications;
- Undertaking legal research statutory powers, legislation and case law to ensure the organisation remains compliant;
- Proof reading legal agreements;
- Accurately record time spent on transactional matters for the purpose of recharging this to the internal client or third party bill payer;
- Undertaking miscellaneous legal tasks as may be allocated by the Deputy Head of Law; and

- 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.

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

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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.

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>Level 3 diploma or equivalent with proficient technical, practical and well-developed computer skills.</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>Experience of working in a legal environment or local government environment.</li> <li>Strong experience of using IT packages such as Word, Excel, Outlook and PowerPoint.</li> </ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>Ability to work effectively to high professional standards, including being able to respond quickly and accurately to urgent matters and meet agreed deadlines.</li> <li>Good literacy and numeracy skills.</li> <li>Good IT skills including being able to use Microsoft Word &amp; Outlook effectively and ability to use a legal case management system.</li> <li>Ability to work to deadlines.</li> <li>Good organisational skills, gained either through a course of study or within paid or voluntary work.</li> <li>Good team working skills.</li> <li>Ability to work fast and under pressure, using initiative and adopting a proactive approach.</li> <li>Excellent presentation and communication skills – both written and oral.</li> <li>Ability to cultivate good working relationships with internal clients and other stakeholders.</li> <li>Ability to work confidentially, keeping work-related issues and discussions in the workplace.</li> <li>The ability to carry out legal research and to share any knowledge and expertise gained with fellow team members and clients as appropriate.</li> </ul>

<p><b>KNOWLEDGE</b></p>	<ul style="list-style-type: none"> <li>• Knowledge of the process relating to execution of documents.</li> <li>• Knowledge of the process relating to undertaking Land Registry Searches and making applications to the Land Registry.</li> <li>• Awareness of the services provided by Kent County Council particularly in the areas of the Legal Services' functions.</li> <li>• Awareness that work-related issues, conversations, information and data are to be kept confidential within the workplace.</li> <li>• Awareness of equalities and diversity issues – respecting the needs and views of other people.</li> <li>• Understanding of health and safety issues within the workplace, once these have been explained.</li> </ul>
<p><b>KENT VALUES AND CULTURAL ATTRIBUTES</b></p>	<p><b>Kent Values:</b></p> <ul style="list-style-type: none"> <li>• We are <b>brave</b>. We do the right thing, we accept and offer challenge</li> <li>• We are <b>curious</b> to innovate and improve</li> <li>• We are <b>compassionate</b>, understanding and respectful to all</li> <li>• We are <b>strong together</b> by sharing knowledge</li> <li>• We are all <b>responsible</b> for the difference we make</li> </ul> <p>Our values enable us to build a culture that is:</p> <p><b>Flexible/agile</b> - willing to take (calculated) risks and want people that are flexible and agile</p> <p><b>Curious</b> - constantly learning and evolving</p> <p><b>Compassionate and Inclusive</b> - compassionate, understanding and respectful to all</p> <p><b>Working Together</b> - building and delivering for the best interests of Kent</p> <p><b>Empowering</b> - Our people take accountability for their decisions and actions</p> <p><b>Externally Focused</b> - Residents, families and communities at the heart of decision making</p>