

## Post Specification

|                                |                               |
|--------------------------------|-------------------------------|
| <b>Date</b>                    | <b>September 2023</b>         |
| <b>Post Group Number</b>       | <b>6996</b>                   |
| <b>Post Title</b>              | <b>Legal Officer</b>          |
| <b>Job Family</b>              | <b>Organisational Support</b> |
| <b>Job Family Role Profile</b> | <b>OS 9</b>                   |
| <b>Final Grade</b>             | <b>9</b>                      |

To be read in conjunction with the job family role profile

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| <b>Service Area description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                         |
| Legal and Democratic Services.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                         |
| <b>Purpose of this post</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                         |
| To conduct and assist with legal transactions including casework and other legal services for and on behalf of the Council.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                         |
| <b>Key job specific accountabilities</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                         |
| <ol style="list-style-type: none"> <li>1. To have conduct of a caseload including non-routine legal matters, in particular but not exclusively within the relevant specialist technical area of the team.</li> <li>2. Where relevant to the role, carry out all aspects of the litigation process.</li> <li>3. Where relevant to the role, carry out aspects of the legal processes to give effect to the regulatory role of the Council.</li> <li>4. To assist managers, lawyers and senior legal officers as required with any other legal tasks relevant to Legal Services at a level appropriate to the role.</li> <li>5. To contribute as appropriate to the role to service planning, implementation and review within Legal Services and to the development and maintenance of high standards of legal practice management.</li> </ol> |                                                                                                                                                                         |
| <b>Please note annual targets will be discussed during the appraisal process</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                         |
| <b>Key facts and figures of the post</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                         |
| <b>Budget Responsibilities</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <ul style="list-style-type: none"> <li>• N/A</li> </ul>                                                                                                                 |
| <b>Staff Management Responsibilities</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <ul style="list-style-type: none"> <li>• Support and mentor less experienced colleagues.</li> <li>• Provide supervision when working with junior colleagues.</li> </ul> |
| <b>Other</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <ul style="list-style-type: none"> <li>• N/A</li> </ul>                                                                                                                 |
| <b>Essential Criteria - Qualifications, knowledge, experience and expertise</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                         |
| <ul style="list-style-type: none"> <li>• The generic qualifications, experience and skills required for the role set out in the Role Profile Description OS3A.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                         |

- A level 3 CILEX qualification or at least 3 years' experience of working at the level required of the role with the willingness to achieve level 3 CILEX or equivalent qualification within an agreed timescale.
- Sufficient knowledge and experience of legal practice and procedures in the relevant specialist technical area of the role to carry out the responsibilities of the role.
- Strong workload organisation and management skills.

#### **Disclosure and Barring Service – DBS Checks**

- This post does not require a DBS check.

#### **Job working circumstances**

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|---------------------------|---------------------------------------------------------------------------------------------------------------------------------|
| <b>Emotional Demands</b>  | Emotional Demands: For litigation roles, those arising from conducting legal cases relating to the abuse of people and animals. |
| <b>Physical Demands</b>   | Physical Demands: Some roles will variously involve lifting and handling of bundles for hearings and attendance at site visits. |
| <b>Working Conditions</b> | Working conditions: mainly office based/home working – internally mobile within the Council's Agile Working policy.             |

#### **Other Factors**

All roles will involve some travel to other offices within Cumbria as required. Some roles will involve travel to/from courts/other hearing venues throughout Cumbria and beyond