

# Hertfordshire County Council Job Outline



**JOB TITLE:** Paralegal/Legal Assistant  
**GRADE:** H7  
**REPORTS TO:** Principal Solicitor  
**TEAM:** Legal Services  
**DEPARTMENT:** Resources

## **Purpose of the Job**

- To draft legal agreements and assist lawyers in the Legal Team in the conduct of matters.

## **Main Areas of Responsibility**

- Negotiating and drafting property, highways or planning agreements
- Dealing with Land Registry enquiries
- Assisting lawyers with rights of way, highways, planning, commons, town and village greens matters and / or leases, purchase of land, licences, tenancies, easements, etc.
- Assisting with administrative arrangements.
- To liaise with other legal and secretarial staff, client departments, developers and external solicitors so as to ensure the smooth running of matters
- Maintaining any necessary records in relation to cases by reference to "Our Business" and Lexcel Quality Assurance Standards
- Undertaking such other duties as may be assigned by the Principal Solicitor.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

## **Person Specification**

**Please provide a supporting statement which includes examples and evidence of when you have demonstrated the attributes listed below.**

**You will be expected to address each point separately and in the order listed.**

**If you do not complete a full supporting statement in the requested format, your application may be rejected.**

- You will have as a minimum, a Law Degree, or have passed the Common Professional Examination or Level 3 of the Chartered Institute of Legal Executives examinations.
- You will have experience of drafting and negotiating legal documents, ideally property, planning and/or highways agreements and of dealing with land registration enquiries
- You will be expected to carry out day to day tasks without the need for close and/or prescriptive supervision from Solicitors.
- You will have excellent oral and written communication skills with the ability to forge and maintain relationships with a wide range of professionals.
- You will have the ability to work under pressure and be able to organise and prioritise your workload

## **Criminal Background Check**

Safeguarding children and adults is of utmost importance to Hertfordshire County Council. The Council requires employees to abide by legislation and best practice to enable Hertfordshire to achieve this. This role has been identified as requiring a Disclosure & Barring Service (DBS) check or Basic Disclosure. You must therefore ensure that any relevant criminal record check application is completed and returned as requested by the Council, as this is deemed a contractual requirement of employment. In addition, you consent to allow the Council to retain a copy of the disclosure certificate within your personal file.

It is a contractual obligation to disclose any cautions, reprimands or convictions and to update your manager of any changes to your status whilst in employment. Enhanced DBS roles will be reviewed periodically during employment, by means of DBS Dip Sample or three yearly rechecks. Failure to disclose changes to your status may be detrimental to your employment and you may be subject to disciplinary action.

Please note that additional information referring to the check is in the guidance notes to the application form. If you are invited to interview you will receive more information.

## **Diversity and Inclusion**

Hertfordshire County Council is committed to making inclusion part of our DNA, both as a large employer of people and as a provider and commissioner of services.

We strive to positively promote diversity and inclusion across the delivery of services and within our workforce. We want everyone at work, regardless of their background, identity or circumstances to have a sense of belonging to the organisation. We want

all employees to feel valued, accepted and supported to succeed at work and reach their full potential.

## **Health and Safety**

It will be the duty of every employee while at work to take reasonable care for the Health and safety of themselves and of other persons who may be affected by their acts or omissions at work.

## **Additional Information: Code of Practice on the English Language Requirements for Public Sector Workers**

Public Authorities must ensure that all members of staff in customer facing roles, whatever their nationality or origins, are able to communicate the English language fluently with the general public, verbally and in written format (access needs will be met for those with a disability).