

## JOB SUMMARY

<b>Post Title</b>	<b><i>Trainee Legal Executive (foundation stage)</i></b>						
<b>Job Family</b>	<i>Business Support</i>	<b>Pay Range</b>	5	<b>Line Manager to others?</b>	No	<b>Role profile ref</b>	
<b>Service Area</b>	<i>Legal Services</i>						
<b>Line Manager</b>	<i>Senior Lawyer, Adults and Education - Social Care Legal Team</i>						
<b>Location</b>	<i>County Hall / Agile working</i>						
<b>Job Purpose</b>							
<p>To support the Social Care Legal Team in Legal Services in the delivery of high quality and efficient legal advice to the council.</p> <p>To undertake the study and work required to achieve a CILEX paralegal foundation stage.</p>							
<b>Job Context (key outputs of team / role to provide some specific examples of role profile accountabilities)</b>							
<ul style="list-style-type: none"> <li>• To promote equality as an integral part of a role and treat everyone with fairness and dignity</li> <li>• To develop and maintain a generic skill set that allows the Isle of Wight Council to employ your skills, abilities and experience across the Council and its formal partnerships as needed.</li> <li>• To develop and provide paralegal support to assist fee earners in the Social Care Legal Team in the production of legal documents for legal proceedings.</li> <li>• To carry own case load of routine or less complex adult social care and education matters.</li> <li>• To develop and provide legal support assistance to colleagues in the Social Care Legal Team in respect of case management across the range of files and matters that the team deals with.</li> <li>• To develop and undertake a variety of research on matters as and when requested.</li> <li>• To attend to such other tasks as are allocated by the Principal Lawyer for the Social Care Legal Team or the Strategic Manager of Legal Services as commensurate with the grade and role</li> </ul>							
<b>Knowledge, Skills and Experience</b>							
<b>Role Profile Requirements</b>		<b>Job Specific Examples</b>			<b>Essential</b>	<b>Desirable</b>	
To have practical experience within the relevant working environment.		<i>Having previous work in a legal environment or similar professional environment</i>				<b>x</b>	
To have a working knowledge of relevant processes and systems.		<i>Having previous experience of working in Local Government</i>  <i>Having a working knowledge of children's social care, adult social care, education, and special educational needs processes</i>				<b>x</b>	
To have practical ICT skills including in the use of Microsoft applications.		<i>Having a good working knowledge of using online legal resources as well as case management tools such as Outlook, Word and Excel.</i>			<b>x</b>		

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To have good verbal and written communication skills.	<i>Having the ability to communicate and present information both orally and in writing.</i>	<b>x</b>	
To be numerate and accurate with attention to detail.	<i>Having the ability to research accurately and present findings to colleagues and clients as required by the task.</i>	<b>x</b>	
	<i>Having the ability to draft documents and court applications using appropriate and well-presented language.</i>	<b>x</b>	
To understand how to prioritise workloads and achieve deadlines (both by self and with others).	<i>Having the ability to work under pressure, meeting tight deadlines and identifying priorities amongst these</i>	<b>x</b>	
	<i>Having the ability to plan and manage appropriately a case load as directed by the senior or principal lawyer.</i>	<b>x</b>	
<b>Qualifications</b>			
<b>Role Profile Requirements</b>			
GCSE level qualifications or equivalent	<i>2 GCSE grades 4-9 (A-C) in Maths and English or equivalent qualifications</i>	<b>x</b>	
A-Level qualifications or equivalent	<i>2 A-Level or equivalent, minimum grade C or equivalent experience</i>	<b>x</b>	
<b>Other Requirements</b>			
Willingness to continually maintain skills and train as necessary to develop these further			
Enthusiastic and able to self-motivate, but also work as part of a team			
Confident and articulate and able to take an independent view on tasks presented			
Willing to learn and try new tasks as part of ongoing development			
Able to work constructively with officers at all levels, members of the public and other organisations			