

JOB SUMMARY

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|---------------------|---|------------------|---|--------------------------------|----|-------------------------|-------------|
| Post Title | <i>Trainee Legal Executive (Advanced stage)</i> | | | | | | |
| Job Family | <i>Business Support</i> | Pay Range | 7 | Line Manager to others? | No | Role profile ref | <i>BS07</i> |
| Service Area | <i>Legal Services</i> | | | | | | |
| Line Manager | <i>Senior Lawyer, Adults and Education - Social Care Legal Team</i> | | | | | | |
| Location | <i>County Hall / Agile Working</i> | | | | | | |

Job Purpose

To provide assistance to the Social Care Legal Team including, with appropriate supervision, managing own case load of education and adult social care matters, including case managing appeals in the SENDIST, applications in the Court of Protection and such other legal matters as are allocated by the manager that fall within the wide range of legal issues that the Social Care Legal Team are responsible for.

To successfully undertake and complete a CILEX advanced paralegal course and professional stage – CILEX lawyer course and qualify as a CILEX lawyer

Job Context (key outputs of team / role to provide some specific examples of role profile accountabilities)

- To promote equality as an integral part of a role and treat everyone with fairness and dignity.
- 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
- To provide assistance to lawyers in the carrying out of SENDIST appeals and Court of Protection proceedings.
- To carry own case load of education and adult social care matters.
- To undertake a variety of research on matters as and when requested
- Under the supervision of a lawyer to provide advice on education and adult social care law.
- To attend and advise clients, attend meetings as required
- Any other tasks allocated by the Principal Lawyer – Social Care Legal Team, or Strategic Manager – Legal Services as commensurate with your grade and role

Knowledge, Skills and Experience

| Role Profile requirements. | Job specific examples. (if left blank refer to left hand column) | Essential | Desirable |
|--|--|------------------|------------------|
| Practical experience within the relevant working environment. | <i>Previous work in a legal, education or adult social care environment.</i> | x | |
| Extensive working knowledge of relevant processes and systems. | <i>Previous experience of working in Local Government</i> | | x |
| Considerable knowledge of the service provided in own area. | <i>Previous experience of education or adult social care law.</i> | | x |
| | <i>Experience with SENDIST appeals or Court of Protection proceedings.</i> | | x |
| ICT skills including use of Microsoft applications. | <i>Good working knowledge of using online legal resources as well as Outlook, Word, Excel etc.</i> | x | |

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| Good verbal and written communication skills. | <i>Excellent oral and written communication and presentation skills</i> | x | |
| Numerate and accurate with attention to detail. | <i>Ability to research accurately and present findings</i> | x | |
| | <i>Good drafting skills</i> | x | |
| Understanding of how to deal with clients appropriately. | | x | |
| Proven ability to prioritise workloads and achieve deadlines (both by self and with others). | <i>Ability to work under pressure, meeting tight deadlines</i> | x | |
| | <i>Ability to plan and manage appropriately a case load</i> | x | |
| Qualifications | | | |
| Role Profile requirements. | Job specific examples. (if left blank refer to left hand column) | Essential | Desirable |
| Educated to level 3/4 qualification standard or able to demonstrate equivalent experience. | <i>CILEX foundation Paralegal or equivalent qualification or experience</i> | x | |
| GCSE level qualifications or equivalent experience | <i>4 GCSE grades 4-9 (A-C), including Maths and English or equivalent qualifications or experience</i> | x | |
| Other Requirements | | | |
| May require relevant certifications including evidence of fluency in English language. | | | |
| Willingness to continually maintain skills and train as necessary | | | |
| Enthusiastic and able to self-motivate, but also work as part of a team | | | |
| Confident and articulate and able to take an independent view | | | |
| Willing to learn and try new tasks | | | |
| Able to work constructively with officers at all levels, members of the public and other organisations | | | |
| Able to work outside office hours if necessary | | | |
| Driving Licence and access to own vehicle is desirable | | | |