

JOB DESCRIPTION

Job Title:	Paralegal (Adult and Social Care)
Office:	LGSS Law Ltd
Team:	Adults Social Care
Reports to:	Principal Lawyer (Adult Social Care)
Grade:	Grade 6 – SO2
Location:	Northampton/Sheffield/ Huntingdon
Hours:	Full Time (37 hours)

OVERALL PURPOSE OF THE JOB

To provide a range of public sector and not for profit clients with a professional and innovative legal service predominantly in respect of their Adults Social Care functions, and other areas of legal practice where necessary.

MAIN ACCOUNTABILITIES

1. To assist a team of Lawyers in the provision of a professional legal service to a range of public sector and not for profit clients regarding their adults social care functions (including care and protection of adults with communicate care or mental health needs), ensuring awareness of and compliance with legal duties within client organisations and protecting their best interests.
2. To manage a case load comprising mainly adult social care matters.
3. To provide support to Lawyers in the preparation of cases in courts and tribunals, mainly relating to adults social care.
4. To ensure the effective identification and awareness of risks associated with the relevant areas of legal practice.
5. To provide support to Lawyers and act as a point of contact on a variety of cases, to include taking instructions and giving advice, carrying out research, preparing applications, drafting documents and correspondence, commissioning and instructing expert witnesses, liaising with witnesses, attending meetings and providing advice and representation in courts or tribunals.
6. To develop, train and advise clients in legal skills and specific areas of law as appropriate.
7. To support the LGSS Law management team in building and maintaining effective working relationships with clients to ensure the delivery of a seamless and client focussed service.

8. To support the LGSS Law management team by complying with all SRA and practice management requirements including time recording, billing, Lexcel and other accreditation schemes.
9. To support the LGSS Law management team in developing and maintaining effective partnerships, networks and joint working arrangements to ensure the most effective provision of legal services to meet the needs and aspirations of clients.
10. To make a positive contribution to the Adults Care Team contribute to the development, training or mentoring of colleagues where required.
11. To carry out other duties which fall within the broad spirit, scope and purpose of the job description as required by the Directors of LGSS Law, Heads of Service or Principal Lawyers from time to time and which are commensurate with the grade of the post.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

PERSON SPECIFICATION			
POSITION:	Paralegal (Adult Social Care)	REPORTS TO:	Principal Lawyer (Adult Social Care)
SERVICE:	LGSS Law Ltd	DIRECTORATE, OFFICE:	LGSS Law Ltd
GRADE:	Grade 6 – S02	LOCATION:	Northampton/ Shefford/ Huntingdon

The following criteria are appropriate for this post. You must meet the essential criteria in order to be shortlisted for the post and it would be advantageous if you meet the desirable criteria.

QUALIFICATIONS	
<u>Essential</u> <ul style="list-style-type: none"> Educated to degree level or equivalent or qualified by experience. 	<u>Desirable</u> <ul style="list-style-type: none"> Fellow of the Institute of Legal Executives
KNOWLEDGE AND EXPERIENCE	
<u>Essential</u> <ul style="list-style-type: none"> Ability to conduct legal research, interpret legislation and summarise the key points of case law. Experience of working in a legal practice. Knowledge of court and tribunal procedures. 	<u>Desirable</u> <ul style="list-style-type: none"> Knowledge of and ability and interpret adult social care and mental health relates law. Knowledge of receivership and the Court of Protection Knowledge of judicial review process. Experience of working in a Local Authority setting. Speaking in public (experience may be by way of advocacy, delivering presentations or training or participating in meetings.)

SKILLS	
<p><u>Essential</u></p> <ul style="list-style-type: none"> • Ability to work under own initiative. • Ability to work under pressure with large volumes of work and meet deadlines. • Ability to communicate effectively both verbally and in writing with a diverse range of persons/organisations. • Excellent interpersonal skills that promote open and constructive relations with colleagues and clients. • A commitment to customer focus and continuing service improvement. • Ability to identify needs, priorities and goals independently. • The personal qualities to work effectively and productively with all members of the team. • Drive, enthusiasm, versatility and self-motivation. • Ability and willingness to travel to different office locations. <p><u>IT Skills:</u></p> <ul style="list-style-type: none"> • Microsoft office. • Internet search and retrieval. • Bespoke software including performance and case management. 	<p><u>Desirable</u></p> <ul style="list-style-type: none"> • Flexibility with office hours – working to the demands of the job • A commitment to Lexcel/Quality Management Standards
EQUAL OPPURTUNITIES	
<p><u>Essential</u></p> <ul style="list-style-type: none"> • Ability to demonstrate awareness/ understanding of equal opportunities and other people’s behaviour, physical, social and welfare needs. 	