

Legal Assistant – Financial Litigation team

Reports to:	Senior Lawyer		
Department:	Financial Litigation team	Grade:	S01
DBS Status:	N/A	Politically restricted:	No

Job Purpose:

1. *To work in the following areas:*
 - *Civil Litigation*
 - *Financial Litigation & ASC team*
2. *To draft documents, advice, letters and provide support to lawyers and senior lawyer within the team.*
3. *To prepare cases for hearing and to process a heavy caseload*
4. *To provide advocacy in routine cases*

Values

Collaborate proactively.
Lead inclusively.
Embrace change.
Be bold and curious.
Celebrate and share our success.

Job specific roles and responsibilities

To undertake legal and technical tasks in connection with legal cases within an area of specialism including:

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- Interviewing clients and witnesses, preparing statements and documents for courts and tribunal including applications, statements of case, draft orders and pleadings;
- Drafting correspondence, notices, orders, giving advice in writing, on the telephone and in person.
- Representing the council in court
 - Take notes at hearings and conferences with Counsel;
 - Instructing counsel;
 - Research

2. Dealing with correspondence

3. Be responsible for a case load of routine legal work

4. Attend court, tribunals or public inquiries as an advocate in straight forward applications or similar matters;

5. Assist and support other colleague new to the practice or who need support with casework;

6. Keep up to date with new and proposed legislation, new cases, and other developments.

To review and give basic advice as required;

7. Keep more senior staff informed of any important issues arising which may affect the satisfactory progress of cases;

8. Conduct searches of the Probate Registry, Land Registry, Office of Public Guardian, and others as required;

9. Make appropriate use of information technology;

10. Safeguarding is everyone's responsibility and all employees are required to act in such a way that at all times safeguards the health and well-being of children and vulnerable adults;

11. Carry out duties with due regard to the Council's Customer Care, Equal Opportunities, Information Governance, Data Protection, Health and Safety and Emergency Planning & Awareness (including to provide assistance where available) policies and procedures.

12. Employees should embed environmental sustainability into their work, actively contributing to Brent becoming a carbon-neutral borough in 2030.

Safeguarding is everyone's responsibility and all employees are required to act in such a way that at all times safeguards the health and well-being of children and vulnerable adults.

We are committed to an inclusive workplace where everyone is treated with dignity, respect, and fairness. All employees are expected to promote equality, diversity, and inclusion, and candidates may be assessed on their ability to contribute to an inclusive working environment.

Undertake any other duties commensurate with the general level of responsibility of this post.

Essential Requirements (key skills & qualifications)

Knowledge and Qualifications

1. Law degree or substantial experience of working in a legal department
2. Knowledge of the law and practice relating to one or more of the following areas
 - Civil Litigation
 - Debt recovery

Experience

3. Significant experience of administrative work in an office environment dealing with correspondence, filing, preparing documents and using IT systems.

Skills and Abilities

4. Good presentation skills including the ability to communicate clearly and concisely in writing and orally;
5. Ability to provide services in a manner which is consistent with the council's equal opportunities policies;
6. Accurate data entry skills;
7. Good organisational skills;

8. Ability to prepare cases for hearings and to process a heavy caseload;
9. Ability to undertake routine litigation;
10. Ability to prepare cases for hearing;
11. Ability to undertake advocacy in routine cases;
12. Ability to analyse information, evaluate evidence, solve problems and present solutions at an appropriate level;
13. Ability to provide advice and present arguments in a confident, articulate and persuasive manner;
14. Ability to develop and maintain good working relations with clients and work collaboratively corporately and departmentally.

Within reason these key deliverables may evolve to meet service need and it is expected that the postholder will be flexible and adaptable in their delivery to meet both service and council wide needs