

PARALEGAL (LITIGATION)

12 month fixed term contract

Directorate:	Resources		
Service:	Legal		
Location:	County Hall/Hybrid		
Salary range:	£27,269 - £31,067	Grade:	6
Reports to:	Principal Lawyer (Litigation)	Staff responsible for:	None

Job purpose and scope

To be responsible for running a case load of pre-litigated claims and also to assist other members of the legal litigation team on litigated and pre-litigated files.

Performance Indicators

- Quality of advice/service against legal, safety and best practice standards
- Achievement of relevant service targets
- Adherence to internal/external quality standards if applicable
- Adherence to policies and procedures
- Accuracy and timeliness of information recording and processing
- Customer and stakeholder feedback
- Leading Lancashire Framework

Accountabilities/Responsibilities

- Investigate claims from the highways service relating to vehicle damage.
- Liaise with Police in relation to applications for records to be used in criminal proceedings.
- Communicate advice both verbally and in writing to colleagues both within the authority and externally.
- Prepare documents for legal proceedings.
- Preparation and redaction of electronic bundles.
- Prepare instructions to Counsel.
- Legal research.
- Prepare witness statements for use in court proceedings.
- Provide legal support to and assist more senior staff.
- To have conduct of appropriate casework and under supervision assist more senior staff with more complex cases.

Other

- **Equal Opportunities**

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

- **Health and safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

- **Customer Focused**

We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

- **Safeguarding Commitment**

We are committed to protecting and promoting the welfare of children, young people and vulnerable adults.

- **Skills Pledge**

We are committed to developing the skills of our workforce. All employees will be supported to work towards a level 2 qualification in literacy and numeracy if they do not have one already.

Our Values

We expect all our employees to demonstrate and promote our values:

- **Supportive**

We are supportive of our customers and colleagues, recognising their contributions and making the best of their strengths to enable our communities to flourish.

- **Innovative**

We deliver the best services we possibly can, always looking for creative ways to do things better, putting the customer at the heart of our thinking, and being ambitious and focused on how we can deliver the best services now and in the future.

- **Respectful**

We treat colleagues, customers and partners with respect, listening to their views, empathising and valuing their diverse needs and perspectives, to be fair, open and honest in all that we do.

- **Collaborative**

We listen to, engage with, learn from and work with colleagues, partners and customers to help achieve the best outcomes for everyone.

Person Specification

All the following requirements are essential unless otherwise indicated by *

Your ability to meet the job requirements will initially be assessed by the information provided on your application but further assessment will be undertaken at interview and, in some cases, by using other types of assessment(s).

Qualifications

- 5 GCSE's (including English) or 2 A levels
- Further legal qualification e.g., law degree, LPC, Ilex or equivalent OR working towards a professional qualification*

Experience

- Experience of working in a legal environment*
- Experience of working as part of a team
- Experience of working independently with relevant specialised systems, equipment and/or IT software
- Working within this area of law (Litigation)*

Essential knowledge, skills & abilities

- Strong work ethic and professional attitude
- Ability to communicate effectively, orally and in writing, and to clearly explain technical issues to non-technical users
- Ability to plan and organise a range of activities and priorities to meet statutory deadlines
- Ability to work under pressure and with limited supervision
- Analytical and research skills
- Knowledge and application of the principles, theory, and practice of the relevant area of responsibility*
- IT skills including ability to use MS Office suite of applications

Other essential requirements

- Commitment to equality and diversity
- Commitment to health and safety
- Display the LCC values and behaviours at all times and actively promote them in others
- This is an essential car user post*

You will be required to provide a car for use in connection with the duties of this post and must be insured for business use. In certain circumstances consideration may be given to applicants who, as a consequence of a disability, are unable to drive.