

Hertfordshire County Council Job Outline



JOB TITLE: Paralegal
GRADE: H7
REPORTS TO: Principal Solicitor (Environment Law)
TEAM: Resources
DEPARTMENT: Environment Law, Legal Services

Purpose of the Job

- To draft legal agreements and assist lawyers in the Environment Law Team on legal/administrative matters.

Main Areas of Responsibility

- Negotiating and drafting highways and planning agreements
- Dealing with Land Registry enquiries
- Assisting lawyers with rights of way, highways, planning, commons, town and village greens matters
- Assisting with administrative arrangements and providing support to lawyers for tribunals, hearings and public inquiries
- To liaise with other legal and secretarial staff, client departments, developers and external solicitors so as to ensure the smooth running of matters
- Maintaining any necessary records in relation to cases by reference to “Our Business” and Lexcel Quality Assurance Standards
- Undertaking such other duties as may be assigned by the Principal Solicitor (Environment Law)

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

Person Specification

Please provide a supporting statement which includes examples and evidence of when you have demonstrated the attributes listed below.

You will be expected to address each point separately and in the order listed.

If you do not complete a full supporting statement in the requested format, your application may be rejected.

- You will have as a minimum, a Law Degree, or have passed the Common Professional Examination or Level 3 of the Chartered Institute of Legal Executives examinations.
- You will have experience of drafting and negotiating legal documents, ideally planning and/or highways agreements and of dealing with land registration enquiries
- You will be expected to carry out day to day tasks without the need for close and/or prescriptive supervision from Solicitors.
- You will have excellent oral and written communication skills with the ability to forge and maintain relationships with a wide range of professionals.
- You will have the ability to work under pressure and be able to organise and prioritise your workload

Equality and Diversity

Hertfordshire County Council is determined to take action to ensure that our belief in diversity and equality of opportunity is integral to everything we do. It will inform every area of activity; from the way we provide services to the way we employ our staff. It is a central responsibility of all councillors, managers, staff and partners. The council's equality policy 'Putting People First' is available on hertfordshire.gov.uk, on the internal intranet or from your line manager.

Health and Safety

It will be the duty of every employee while at work to take reasonable care for the Health and safety of themselves and of other persons who may be affected by their acts or omissions at work.

Additional Information: Code of Practice on the English Language Requirements for Public Sector Workers

Public Authorities must ensure that all members of staff in customer facing roles, whatever their nationality or origins, are able to communicate the English language fluently with the general public, verbally and in written format.