Cumberland Council

Post Specification

Date	**September 2023**
Post Group Number	**6996**
Post Title	**Legal Officer**
Job Family	**Organisational Support**
Job Family Role Profile	**OS 9**
Final Grade	**9**

To be read in conjunction with the job family role profile

Service Area description
Legal and Democratic Services.
Purpose of this post
To conduct and assist with legal transactions including casework and other legal services for and on behalf of the Council.
Key job specific accountabilities

1. To have conduct of a caseload including non-routine legal matters, in particular but not exclusively within the relevant specialist technical area of the team.

2. Where relevant to the role, carry out all aspects of the litigation process.

3. Where relevant to the role, carry out aspects of the legal processes to give effect to the regulatory role of the Council.

4. To assist managers, lawyers and senior legal officers as required with any other legal tasks relevant to Legal Services at a level appropriate to the role.

5. To contribute as appropriate to the role to service planning, implementation and review within Legal Services and to the development and maintenance of high standards of legal practice management.

Please note annual targets will be discussed during the appraisal process

Key facts and figures of the post	
Budget Responsibilities	• N/A
Staff Management Responsibilities	• Support and mentor less experienced colleagues. • Provide supervision when working with junior colleagues.
Other	• N/A

Essential Criteria - Qualifications, knowledge, experience and expertise

- The generic qualifications, experience and skills required for the role set out in the Role Profile Description OS3A.

- A level 3 CILEX qualification or at least 3 years' experience of working at the level required of the role with the willingness to achieve level 3 CILEX or equivalent qualification within an agreed timescale.

- Sufficient knowledge and experience of legal practice and procedures in the relevant specialist technical area of the role to carry out the responsibilities of the role.

- Strong workload organisation and management skills.

Disclosure and Barring Service – DBS Checks

- This post does not require a DBS check.

Job working circumstances

Emotional Demands	Emotional Demands: For litigation roles, those arising from conducting legal cases relating to the abuse of people and animals.
Physical Demands	Physical Demands: Some roles will variously involve lifting and handling of bundles for hearings and attendance at site visits.
Working Conditions	Working conditions: mainly office based/home working – internally mobile within the Council's Agile Working policy.

Other Factors

All roles will involve some travel to other offices within Cumbria as required. Some roles will involve travel to/from courts/other hearing venues throughout Cumbria and beyond