JOB SUMMARY

Post Title	***Paralegal***						
Job Family	*Business Support*	**Pay Range**	*7*	**Line Manager to others?**	**No**	**Role profile ref**	*BS07*
Service Area	*Legal Services*						
Line Manager	*Principal Lawyer, Property and Contract Legal Team*						
Location	*County Hall / Agile*						

Job Purpose

To provide assistance to the Property and Contract Legal Team including managing own case load of property, planning and contract matters, including the drafting of documents and advising the council and such other legal matters as are allocated by the manager that fall within the wide range of legal issues that the Property and Contract Legal Team are responsible for.

Job Context (key outputs of team / role to provide some specific examples of role profile accountabilities)

- To promote equality as an integral part of a role and treat everyone with fairness and dignity.
- To develop and maintain a generic skill set that allows the Isle of Wight Council to employ your skills, abilities and experience across the Council and its formal partnerships as needed
- To provide assistance to lawyers in the carrying out of property, planning and contracts function
- To carry own case load such lease licences and other documents to completion
- To undertake a variety of research on matters as and when requested
- Under the supervision of a lawyer to provide advice and/or assist in the production of advice on property, planning and contract matters.
- To attend and advise clients, council meetings or other meetings as required
- Any other tasks allocated by the Principal Lawyer or Strategic Manager – Legal Services

Knowledge, Skills and Experience

Role Profile requirements.	**Job specific examples.** (if left blank refer to left hand column)	**Essential**	**Desirable**
Practical experience within the relevant working environment.	*Previous work in a legal or other professional environment*	**x**	
Extensive working knowledge of relevant processes and systems.	*Previous experience of working in Local Government*		**x**
Considerable knowledge of the service provided in own area.	*Previous experience of drafting, contracts, property and planning*		**x** **x**
ICT skills including use of Microsoft applications.	*Good working knowledge of using online legal resources as well as Outlook, Word, Excel etc.*	**x**	
Good verbal and written communication skills.	*Excellent oral and written communication and presentation skills*	**x**	
Numerate and accurate with attention to detail.	*Ability to research accurately and present findings* *Good drafting skills*	**x** **x**	

Understanding of how to deal with customers appropriately.		**x**	
Proven ability to prioritise workloads and achieve deadlines (both by self and with others).	*Ability to work under pressure, meeting tight deadlines* *Ability to plan and manage appropriately a case load*	**x**	
Qualifications			
Role Profile requirements.	**Job specific examples.** (if left blank refer to left hand column)	**Essential**	**Desirable**
Educated to level 3/4 qualification standard or able to demonstrate equivalent experience.	*Level 3 Certificate in Law and Practice/ CILEX Paralegal or equivalent qualification or experience* Level 3 Diploma in Law and Practice	**x**	**x**
GCSE level qualifications or equivalent experience	*4 GCSE grades 4-9 (A-C), including Maths and English or equivalent qualifications or experience*	**x**	
Other Requirements			
May require relevant certifications including evidence of fluency in English language.			
Willingness to continually maintain skills and train as necessary			
Enthusiastic and able to self-motivate, but also work as part of a team			
Confident and articulate and able to take an independent view			
Willing to learn and try new tasks			
Able to work constructively with officers at all levels, members of the public and other organisations			
Able to work outside office hours if necessary			
Driving Licence and access to own vehicle is desirable			
May be required to undertake additional duties as commensurate with role and grade			
Organisation Structure (optional)			