



Legal Admin Support Officer

Job Description and Person Specification

Directorate:	Finance, Property and Legal	Service:	Legal
Responsible to:	Legal Services Manager	Responsible for:	N/A
Grade:	4		
Location:	Civic Centre		

Job Purpose:

To provide general clerical support to the Legal Services Team.

Key Tasks & Responsibilities:

- To contribute and participate as an active team member in the Legal Services Team.
- To carry out administration duties such as; opening and sorting post, scanning, filing, photocopying, updating the relevant legal encyclopaedias, ordering stationery, paying invoices and booking meeting rooms.
- To provide administrative support in relation to tree preservation orders and road closures.
- To manage files appropriately, including the use of a case management system and sealing legal documents..
- Day to day maintenance of the legal strongroom.
- To carry out associated legal administration work including drafting standard letters and any legal correspondence under the supervision of the Legal Services Manager.
- Other administrative tasks that may be determined from time to time by the Director of Finance, Property and Legal and the Legal Services Manager.

Corporate Responsibilities:

The postholder will be expected:-

- To adopt a flexible approach to changing patterns of work to meet the needs of the service and undertake such other duties as are consistent with the job purpose and grade of post.
- To promote best practice in meeting the requirements of Health and Safety legislation and Council policy, and comply with other relevant statutory legislation.
- To carry out duties in accordance with the Council's policy on equality and diversity.
- To accept that everyone has a right to their distinct identity, treating everyone with dignity and respect and ensuring that what our customers tell us is valued by reporting it back into the organisation.
- To provide quality services that are what our customers want and need, giving customers the opportunity to comment or complain if they need to, working with them to identify what needs to be done to meet their needs and informing managers about what customers say in relation to the services delivered.
- To develop oneself and others making every effort to access development opportunities and contribute effectively by participating in the Council's performance management scheme.
- To be responsible for Data Quality.
- To demonstrate a high standard of probity in the use of council resources and where a nominated budget holder manage spending within available resources.
- To support the delivery of the Council's Climate Change Strategy and Action Plans to achieve net zero in 2050.

QUALIFICATIONS	ESSENTIAL/ DESIRABLE	ASSESSMENT METHOD
Good level of education	Essential	Application/Interview
Able to demonstrate sound competence levels of workplace literacy and numeracy	Essential	Application/Interview

SKILLS	ESSENTIAL/ DESIRABLE	ASSESSMENT METHOD
Knowledge and understanding of legal services	Desirable	Application/Interview
High level of computer literacy	Essential	Application/Interview
Knowledge of processing invoices using web based systems	Desirable	Application/Interview
Effective personal communication and, both verbal and written	Essential	Application/Interview

The ability to work effectively as part of a team to get results	Essential	Application/Interview
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EXPERIENCE	ESSENTIAL/ DESIRABLE	ASSESSMENT METHOD
Extensive experience in general clerical/administrative work	Essential	Application/Interview
Experience of dealing with the public by telephone and in person	Essential	Application/Interview
Experience of operating a variety of data based computer systems	Essential	Application/Interview
Handling of sensitive and confidential documents	Essential	Application/Interview

ADDITIONAL REQUIREMENTS	ESSENTIAL/ DESIRABLE	ASSESSMENT METHOD
Demonstrate commitment to equal opportunities together with a clear appreciation of equalities issues	Essential	Application/Interview
Regular and Reliable Service	Essential	Application/Interview
Demonstrate behaviours that support our values	Essential	Application/Interview

**Our Values are key to delivering our vision, plans and strategies.
All Behaviours listed are essential to the post.**

			
Professional	Innovative	Collaborative	Customer focused
In being professional we...	In being innovative we...	In being collaborative we...	In being customer focused we...

• Have pride in how we represent the council • Treat people with respect and consideration • Are conscientious and carry out our work to a high standard • Carry out our work activities in an honest and ethical manner	• Proactively embrace change and learn from our mistakes • Challenge and constructively question existing processes • Make best use of our resources to provide excellent services • Encourage creative thinking with colleagues and peers	• Communicate effectively with colleagues and stakeholders • Develop productive relationships and achieve the best results • Recognise and embrace the knowledge and skills of others. • Embrace the concept of one team one council and all work together	• Strive to provide excellent services • Understand our customers' needs and consider things from their perspective • Effectively communicate and manage expectations • Actively seek ways to maximise customer satisfaction
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Special Conditions:

(e.g. Weekend work, shift allowance, car/mileage allowance)

- The council operates a strict non-smoking policy.
- Casual car user allowance. Casual Car User's will be paid at the middle band. You will be required to provide your own means of transport.

Prepared by: Lisa Dodd

Date: 16 October 2026

Post Holder Signature:

Date: