



Role Profile

Graduate Paralegal – Civil Court Practice

Reference No:	A5431		
Service:	Legal Services		
Job Family:	Legal/Democratic Services	Grade:	FC5

Purpose

To work with qualified litigation Solicitors in the provision of comprehensive administration and support for civil court work.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:

To provide assistance on all aspects of civil court work, supporting key operational legal activities. This includes:

- Understanding and applying the working practices and systems within the Legal Team.
- Assisting the development of existing and new system processes for litigation work.
- Ensuring the administration of all files, paper and electronic, are current and complete.
- Provision of legal information and advice to clients under supervision.

Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility

E **D**

A minimum of four National 5s or equivalent, which must include English and Mathematics

✓

HNC in Legal Studies, or equivalent

✓

HND in Legal Services or CLT Civil Court Practice or other relevant qualification

✓

Experience of working in an office environment

✓

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Assist the Legal Team with Adults with Incapacity, heritable, and permanence cases, and other miscellaneous court applications by: <ul style="list-style-type: none"> • Drafting court applications, drafting submissions, overseeing the team's calendars and reporting to client services. • Making and receiving telephone calls and video calls e.g. Microsoft Teams. • Replying to correspondence by post and by email, ensuring appropriate logging. • Sifting and triaging incoming communications, responding where appropriate or forwarding them to the appropriate legal section for further action. 	Ability to prioritise workloads and meet deadlines Ability to work under pressure	✓ ✓	
Undertake developmental activities to build own caseload.	Ability to self-reflect Ability to self-manage	✓ ✓	
Deal with enquiries relating to the functions of the Litigation Team including keeping client services up to date on the progress of their case.	Ability to communicate effectively with people at all levels Good oral and written communication skills	✓ ✓	
Assist in the development of styles and processes within Case Management systems including Visual Files and Microsoft Teams.	Competent in use of technology and software, including MS Office packages Understand and apply the principles of data protection	✓ ✓	

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Assist with the preparation of Inventories of Productions including redacting, marking, numbering, paginating and copying productions and lodging them in court.	Organisational skills Attention to detail for completeness and accuracy	✓ ✓	
Carry out legal research and present information in a clear and concise manner.	Ability to develop understanding of the law and principles underlying the work being carried out An interest and enthusiasm in working within a legal environment Understanding of legal resources such as Westlaw or Lexis Nexis	✓ ✓	✓
Undertake other legal work with support and responding to the needs of the Service. This includes: <ul style="list-style-type: none"> • Attend meetings, hearings and committees and take notes with necessary follow-up actions as appropriate. • Take witness statements and draft affidavits. • Instruct and liaison with expert witnesses. • Gather and collate evidence and other documentation. • Schedule meetings with other parties including, Counsel, client services, witnesses, and other solicitors or Advocates. 	Flexible and adaptable approach to work Ability to use initiative Ability to provide a regular and effective service	✓ ✓ ✓	
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

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Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:				
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Job Title (Specialists Tasks)				

Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required	
Before confirming appointment: You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.	
Additional Information – the following information is available:	Expected Behaviours
<ul style="list-style-type: none"> Skills Framework (if applicable) How we work matters 	<p>Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.</p> <p>Please refer to How We Work Matters Guidance to learn more.</p>

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