



ADUR & WORTHING COUNCILS

Job Description & Person Specification

Authority	ADC / WBC
Directorate	Sustainability & Resources
Post Title	Legal Support Assistant
Post Number	TBC
Accountable to	Legal Support Team Leader & Governance Support to the Monitoring Officer
Key leadership relationships	<p>Internal: Working with the Councils' Legal and Democratic Services teams, all Council Officers.</p> <p>External: Members and Officers of other bodies, specialist agencies, contractors and consultants, partner agencies across the public, private and voluntary sectors.</p>
Work style	This role falls within the Blended Working Policy
Last updated	December 2024

Job Description - Principal purpose of job (role summary)

As Legal Support Assistant you will support the Legal Support Team Leader to provide a clerical and administrative service to the Legal Services Section.

Your manager will empower you to apply our principles - resilience, adaptability and participation - to your working practices.

Expectations of post holder

Willingness to embrace change and ability to adapt to new ways of working

Enthusiasm for working across teams in collaboration and partnership in order to help deliver Our Plan

Act with honesty and openness, and be brave enough to contribute your ideas and get involved

Bring your passion for delivering a high quality service for our residents to your role

Engage proactively in your performance and development conversations, and embrace opportunities to learn and grow

Live how we work with each other and our customers:

- We listen
- We say what we think & do what we say
- We are inclusive & kind
- We are ambitious
- We think & act beyond ourselves and our service
- We are a team

Promote the service and Councils positively at all times

Role specific Duties and responsibilities

General duties of an administrative nature to include, but not limited to, the following: filing; post distribution and preparation; taking minutes; preparing agendas; sealing documents; photocopying and scanning; preparing and collating legal documents including court bundles; copy typing; answering telephone calls; booking training sessions; arranging meetings; obtaining and retrieving deeds and documents; paying in cheques; drafting non-complex correspondence and documents; greeting and assisting visitors.

To maintain the filing system, archiving and deeds management system for the Service including the storage and retrieval of deeds in the Councils' strong room and all records relating to the archiving and storage of deeds and legal documents.

To operate at all times within the provisions of the Legal Services Section's quality standards Practice Manual.

Continuously review all administrative and practice processes and procedures operated by the service to ensure optimum efficiency and excellence of service provision.

Assist with training and coaching colleagues on IT systems, administrative, procedural and practice matters, to ensure the service delivers excellent client care.
To process invoices, deal with purchase orders, cheque requisitions, and payment of incoming cheques.
Ensure office supplies are available to meet the needs of the service.
Ensure telephones, printers, computers, dictation equipment, copiers and other office machinery are all well maintained
To carry out any other duties as may reasonably be required by your line manager to support the directorate as whole which may include for example, logging the receipt of information governance complaints.
Undertake all duties in accordance with Council policies, the Code of Conduct for Officers, and in particular policies relating to Customer Care and Equal Opportunities
Undertake any duties regarding health, safety and welfare at work, civil contingencies and business continuity which may reasonably be allocated to the postholder as a result of legislation, codes of practice or Council policies

Meetings attended on a regular basis
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As the post holder, you will be required to undertake such other duties as may be required within your grade and competence, and therefore the list of duties in this job description should not be regarded as exclusive or exhaustive.

Duties will be set out in this job description but please note that the Council reserves the right to update the job description, from time to time, to reflect changes in, or to, the role. The post holder will be consulted about any proposed changes. Significant permanent changes in duties and responsibilities will require agreed revisions to be made to this job description.

Adur & Worthing Councils recognise the need to ensure the welfare of children and vulnerable adults when they come into contact with services provided by the Councils. Employees, volunteers and Elected Members have regular contact with the general public during the course of their work and are in a position to observe signs which might indicate that a person is at risk of harm and abuse. If signs, which cause concern, are observed, all employees (temporary and permanent), volunteers and Elected Members have a duty to report allegations, disclosures and suspicions of abuse or neglect in line with the Councils' [Safeguarding Policy](#) .

Person Specification:

The core skills and competencies below are taken from our organisational [Skills and Competencies Framework v1.0](#) and are an indication of the expectations we have of our employees. The full document will be shared with you as part of the onboarding process.

Participative	<p>Build strong relationships with people inside and outside your team and organisation to make a difference to improved outcomes for the local area</p> <p>Engage in clear and positive written and verbal communication to help people understand what you want to achieve and how they can help</p> <p>Value the unique strengths of people from different backgrounds to promote a culture of inclusion, equality and diversity</p> <p>More detail can be found in the Participation Skills & Competencies.</p>
Adaptive	<p>Adopt an active interest in learning and development opportunities that will enable you to strengthen and broaden your skills</p> <p>Experiment with new ways of working to help continuously improve how we deliver outcomes (including through the use of digital tools and platforms)</p> <p>Anticipate new challenges & opportunities to be able to adapt to change around you</p>
Resilient	<p>Embrace a consistently positive attitude and effectively prioritise workload to support your own wellbeing</p> <p>Cultivate a supportive environment with colleagues so people feel part of a team that looks out for each other</p> <p>Prioritise the use of resources that helps us be financially and environmentally sustainable</p>
Leadership	<p>Be open to coaching approaches to support others in finding solutions to problems</p> <p>Role model the principles above to inspire others to demonstrate positive behaviours</p> <p>Develop an understanding of the political processes that guide our organisation and show commitment to the safeguarding of others</p>

	Essential	Desirable
Qualifications	5 GCSE's including Maths and English or equivalent experience.	
Knowledge	Knowledge of office procedures.	Knowledge and experience of Local Government Law and practice.

		Knowledge of legal practice and procedure.
Experience	Proven ability to use standard IT packages, including Microsoft Office / Google Workspace. Excellent word processing skills.	Experience of working within a legal practice. Experience of using a legal case management system.
Communication	Excellent communication skills, both verbal and oral. Ability to produce documents to high standards of presentation and accuracy in a timely manner.	
Relationship Building	Ability to build good relationships with internal colleagues, Members and external contacts. Good customer service skills.	
Analytical	Ability to proofread own work to ensure accuracy. Good numerical skills.	Experience of invoicing and financial processes and procedures.
Planning/ Organising	Proven ability to prioritise work appropriately. Excellent organisational skills and attention to detail.	
Other requirements	Valuing kindness and compassion in the workplace Acceptance of political restriction Able to travel within the Adur and Worthing Districts	

Job description & Person Specification agreed by:

Post holder (Print name):	
Signature:	
Date:	