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| **lAWYER APPRENTICE** **SALARY GRADE: 75% HBC10 £34,288.50****Apprenticeship Standard: Level 7****Training Provider:**  | Halton Borough Council resourcing@halton.gov.uk |
| Working at Halton |
| All our colleagues at Halton have made a positive commitment to delivering great outcomes for our communities. Whoever joins us will share that passion for outstanding service, and strongly align with the values which define our workplace culture: * Working Together – building fantastic relationships with colleagues and customers
* Continuous Improvement – keeping great service delivery at the heart of everything we do
* Personal Growth – learning, growing and developing ourselves
* Accountability – doing what we say we are going to do
* Inspiring Leadership – positive roles models and leading by example

*To read more about our values, click* [*HERE*](https://haltoncouncilcareers.co.uk/values/)**We are immensely proud that when asked what’s great about working for Halton, the most popular response from our workforce has been ‘*our colleagues’*.**Aside from working with a great team, our employees have access to a fantastic range of benefits, including:* A generous annual holiday allowance starting at 34 days per year (including bank holidays), increasing with long service
* Membership of our defined benefit, salary-linked pension scheme with generous Employer Contributions
* 3 x Salary Life Cover via Local Government Pension Scheme
* Investment in your personal development
* Free Car Parking at HBC sites
* Flexible / hybrid working arrangements available
* Car leasing schemes

*For further information about all the benefits we offer, please click* [*HERE*](https://haltoncouncilcareers.co.uk/benefits/)*.* |
| About the Job  |
| Working as an apprentice at Halton Borough Council, offers a great opportunity to make a real difference to the community of Halton, whilst gaining valuable, hands-on experience. With a dedicated Apprenticeship Officer to support you throughout your journey here at Halton, you will be given every opportunity to succeed. Additionally, apprentices are offered opportunities to network with other apprentices and professionals across the council, helping to build connections and develop their careers. Our Legal Services Directorate ensures that Halton Borough Council and its interests are protected by providing legal, corporate, and constitutional advice, and support at all levels. Legal Services provides a full range of services to HBC, advising on both contentious business, such as Children’s and Adults Social Care, Anti-Social Behaviour, prosecutions, licensing, contractual disputes, debt recovery, and non-contentious business, including planning, asset management work, and acquisitions. Our solicitor apprentice will provide legal advice and legal services in respect of all the Councils functions in the most cost effective and efficient way to secure Best Value for the Authority.The solicitor apprentice will be supervised by the Head of Legal Services -Corporate and Governance, while training under the Principal Lawyers, gaining experience in all areas of Legal Services.More specific responsibilities include:* Undertaking the Council’s legal work relating to all practices areas once sufficient training has been provided including Children’s and Adults Social Care, Anti-Social Behaviour, prosecutions, licensing, contractual disputes, debt recovery, and non-contentious business, including planning, asset management work, and acquisitions.
* Providing comprehensive legal advice
* Undertaking legal research
* Drafting legal documents and correspondence
* Contributing to the development of the service.
* Making routine court applications and attend court, conducting your own advocacy.
* Supporting the induction, supervision and learning of others as required.

**Future prospects:** As you approach the end of your apprenticeship, you will receive guidance and support from our dedicated Apprenticeship Officer in applying for opportunities within Halton Borough Council. We are eager to ensure that any apprentice that joins us as an apprentice, is given every chance to secure permanent, long-term employment with us.  |
| About You |
| You will either:-**Apprenticeship type 1** * Have an LLB or BA in Law, plus a minimum of 6 months employment in a law firm, or similar setting

**OR** have achieved one of the following:-**Apprenticeship type 2** * a degree in non-law subjects; or
* CILEX Level 3 Certificate or Diploma; or
* Paralegal Level 3 Apprenticeship.

If you qualify for the type 1 apprenticeship, your apprenticeship will be for 18 months. A type 2 apprenticeship will be for 35 months. **In addition, you must be ready to start the apprenticeship by no later than 4 July 2025.** In addition you will have:* A passion for local government legal services, a can do attitude and the ability to thrive within a busy legal services.
* Knowledge of the legal work undertaken by a Local Authority
* Excellent communication skills, both verbal and written with the ability to effectively communicate with clients
* Working knowledge of MS applications including Outlook and Word.
* Knowledge of legal case management systems
* Ability to prioritise work and manage competing demands.
* Attention to detail
* Commercial awareness
* Ability to undertake Legal Research and strong analytical skills
* Time management skills
* Problem-solving skills
* Able to work successfully as part of a team
* Ability to work under pressure

Desirable * 6 months qualifying work experience for example on placement during a law degree, working in a law clinic, at a voluntary or charitable organisation or a law centre, working as a paralegal, on a training contract or at a law firm.

The Council and its schools are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff, workers and volunteers to share its commitment. |
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