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| legal administrative assistant **SALARY GRADE: HBC3** | 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 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 Legal Administrative Assistant will provide administrative support to the Legal Operations Team and, if necessary, across Legal Services ensuring the smooth running of the office. More specific responsibilities include: |
| * Providing clerical and administrative support including photocopying, scanning, stationary, and the general day to day running of the office.
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| * Assisting in the safe and correct destruction of legal documents and keeping a record of such documents.
* Requesting archived documents to be scanned in or delivered from Records Management Unit.
* Undertaking the preparation of documents such as minutes, agenda and reports as required.
* Assisting in the opening and closing of files on the Legal Services bespoke case management IT system.
* To offer basic IT support, such as reformatting documents.
* Liaising with Lawyers regarding up and coming hearings providing any necessary support.
* Assisting in the preparation and creation of Court bundles when required and where necessary creating and printing bundles, arranging the delivery to Court and any Parties.
* Collecting, storing or destroying bundles where necessary.
* Diarising Court Orders in the Court Diary and tasks within Legal Services bespoke case management IT system notifying client departments of the same.
* Undertaking any other duties and responsibilities as may be assigned from time to time which are commensurate to with the grade of the job.
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| About You |
| You will have at least 5 GCSE’s grade 4 or above including Maths and English Language.In addition you will:* Have confidence in your written and verbal communication.
* Have good numeracy skills.
* Have the ability to work accurately and give attention to detail.
* Be able to work well within a team, knowing when to ask for assistance/guidance.
* Be confident in the use of IT, including Word and Excel.
* Be able to plan and organise workload efficiently and effectively.
* Be flexible in your approach to work.
* Be logical in your thinking, willing to self-learn, and research, and take a creative approach to problem solving.
* Enjoy collaborating with others to find innovative solutions.

As this role involves regular travel across the borough and sometimes further afield, a driving licence and access to a vehicle are essential requirements. Where appropriate, reasonable adjustments will be made in accordance with the provisions of the Equality Act.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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