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| paralegal – ADULTS**SALARY GRADE: HBC6** | 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
* Essential Monthly Car User Allowance

*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 anti-social behaviour, prosecutions, licensing, contractual disputes, debt recovery, and non-contentious business, including planning, asset management work and acquisitions.  |
| Our Paralegal will work closely with all Lawyers, managing a varied caseload. Our Paralegal will be responsible for a range of activities from advising clients to preparing cases for court, with a focus on delivering the highest standards of client care. Our Paralegal will work independently or as part of a team, effectively managing tight deadlines under pressure and will be professional and client-focused.More specific responsibilities include:* Leading and managing your own caseload as well as liaising with internal and external stakeholders to ensure cases are managed in a joined-up way.
* Preparing letters, emails, reports, and other documents to a high standard.
* Conducting thorough legal research to support case handling and preparation of reports.
* Preparing and revising drafts of legal documents to be reviewed by Lawyers, and ensuring all documents are filed correctly.
* Redaction and preparation of court bundles and documentation.
* Dealing with all internal and external enquiries, chambers, courts, and other third-party organisations and representatives.
* Record keeping, tracking and monitoring of deadlines.
* Assisting with the administration and management of workflow.
* Appearing in court for routine and non-routine matters as required.
* Ensuring confidentiality, sensitivity, and a professional approach in all activities.
* Creating and maintaining document filing using the Council’s Case Management system.
* Ensuring compliance with all legal regulations and guidelines and adherence to the Legal Services practices and procedures as set out in the Office Manual.
* Building effective working relationships both within your team and across the wider organisation.
* Supporting team members and providing on-the-job training.
* Undertaking all core learning and development programmes as required.
* To undertake 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 A law degree, CILEX, or equivalent or significant Casework experienceIn addition you will have:* Gained a range of transactional Casework experience of at least 1+ year within Adult law.
* Excellent communication skills, and have a confident communication manner handling verbal and written enquiries from clients and third parties.
* A high level of accuracy and attention to detail.
* Strong organisational skills and the ability to manage multiple priorities effectively.
* A proactive and collaborative approach to problem-solving and working within a team.
* Be proficient with Outlook, Word and preferably Excel.
* An ability to operate document and case management software.

As this role involves regular travel across the borough and sometimes further afield, a driving license 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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