

Para-Legal Officer

Salary: Band 6, £28,239 to £32,061 per annum, pro rata

Hours: 16.5 hours per week

Contract: Permanent - 52 weeks per year

Portsmouth City Council is committed to safeguarding and promoting the welfare of children, and young people, and expects all staff and volunteers to share this commitment.

Every post is subject to PCC and Portsmouth Safeguarding Children Partnership safer recruitment procedures.

DBS Disclosure at Enhanced level will not be required prior to any offer of employment and this post is exempt from the Rehabilitation of Offenders Act 1974.

The Service

As a service we take pride in our work by valuing others, focusing on what's important so that we make a real and positive difference. Our values are outlined in our Ways of Working and our Guiding Principles and if they reflect how you are and how you work then this could be the role that meets your expectations.

What is the role?

Effectively assist in the discharge of the Local Authority's statutory functions relating to school attendance, children missing education, elective home education and children in employment.

Key tasks will include:

- Assist in preparation of court files regarding irregular attendance, education supervision orders and school attendance orders etc.
- Draft a range of legal documents including witness statements, cost schedules, school attendance records, background reports, disclosure/costs schedules amongst others.
- Typing a wide range of documents associated with legal proceedings.
- Maintain and update all systems which monitor legal actions (E-files/Databases/Capita/Secured Shared Environment)
- Liaise closely with Legal Services re all legal proceedings. This will involve supplying any document requirements, answering any queries relating to prosecution files, confirming and recording court dates, providing court summaries and recording prosecution outcomes
- Liaise closely with schools/professionals/solicitors re legal proceedings. This will involve obtaining arrange of documents or information, providing court dates and outcomes and updating files with information obtained, and typing letters.

- Possibly Chair or attend a range of meetings which relate to prosecutions. This may include post court meetings, attending court if required, and inter agency meetings.
- Deal with telephone enquiries from schools, other agencies (external and internal) and members of the public.

Who is the person?

You need to have:

1. Experience of working within a statutory setting and enforcement proceedings
2. Excellent literacy and numeracy skills
3. Worked in an education/school environment although this is not essential
4. The ability to work under pressure and meet deadlines, even when priorities have to change suddenly.
5. Good understanding / knowledge of education law
6. Good working knowledge of legal proceedings
7. An excellent standard of literacy and attention to detail, with the ability to draft legal documents and correspondence to a professional standard.
8. Experience of using Word, Excel, Outlook, Access. Database experience is essential
9. Ability to communicate effectively with a range of people and organisations
10. Ability to work on own initiative and prioritise a very fast-moving workload
11. Evidence of being able to provide reports to a very high standard
12. Excellent communication skills including dealing with people on a face-to-face basis as well as over the telephone.
13. Experience of being a good team player able to work with colleagues in a very busy office environment.

General Data Protection Regulation (GDPR)

As part of any recruitment process, Portsmouth City Council collects and processes personal data relating to job applicants. Portsmouth City Council is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations under the General Data Protection Regulations (GDPR).

Completing and sending an application in for a vacancy is your consent for us to process your data for the purpose of recruitment. Your data is not used in any other way and you can withdraw your consent at any point in the recruitment process and we will destroy or delete your information.

For more detailed information on what we collect, how we use, store, delete data and your rights you can access a privacy statement on our Job board.

This role is eligible for a DBS check and the DBS have published a privacy notice to ensure individuals are fully informed of the use of their personal data; their rights and that Portsmouth City Council are meeting the necessary requirements when submitting DBS checks. It is important that you read and understand this privacy policy before any application is submitted to the DBS.

You will need to demonstrate that you have the Right to Work in the UK. No post will be offered without it.