

CHIEF EXECUTIVES SERVICE AREA

Job Description - Legal Assistant

Category	Description
Grade:	LS13
Post Number:	TBC
Responsible to:	Legal Services Manager
Responsible for:	N/a
Job Objective:	<p>As part of the Legal Services team, to support the delivery of effective and efficient Legal Services to the Council and other organisations as required.</p> <p>To proactively contribute to improving the delivery of Legal Services and to exercise and demonstrate a high quality of customer care.</p>
Main Responsibilities:	<ol style="list-style-type: none"> 1. Supporting the solicitors in the Legal Services team with ad hoc queries and enquiries 2. Commercial Property purchase, sale and Leasehold queries and tasks including but not limited to: <ul style="list-style-type: none"> • To review leases arising from the Council's property portfolio to ensure terms match commercial terms agreed, to draft and manage through to completion including the signature and seal process; to respond to points of negotiation and provide advice to client on areas of risk identified. • Manage lease through to completion and any ad hoc land registry process as required • Maintaining an up-to-date register of leases at each stage of the process • Ensuring precedent bank is updated and compliant with legislation and RICS lease code; • Legal research where required 3. Planning Support - to provide support to the planning file handler as and when required including but not limited to: <ul style="list-style-type: none"> • drafting and preparing s106 completion statements, managing the execution and completion of agreements, research and reviewing agreements, general correspondence and admin where required. 4. Be the first point of contact for FOIA, EIR, and SAR queries received into the team conducting research and collating responses on behalf of and in support of the relevant department/file handler

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	5. Support file handlers in relation to litigation matters including bundle preparation, liaising with the court and Counsel where appropriate, attend court along with the file handler where appropriate, draft general correspondence, orders and papers and deal with file management including file opening and closing and billing
	6. Review, draft and prepare advice on a variety of commercial agreements including commercial leases, contracts for the supply of goods and services, Deeds etc. identifying areas of risk, points of negotiation and whether document reflects commercial terms and objectives agreed; Manage documents through execution and completion process
	7. Maintain and keep updated the case management system including but not limited to setting up new users, opening and closing files and uploading precedents. To update the user manual as necessary and promptly resolve operational issues.
	8. To maintain proficiency in the use of the Council's standard IT equipment and desktop software, including Iken cloud, consistent with the requirements of the post.
	9. To ensure that all tasks are carried out efficiently and in accordance with the targets identified for the role and service delivery. To work with and protect at all times confidential and sensitive information held in and produced by Legal Services and other parts of the Authority.
	10. To be a first point of contact for the Legal services team whether by phone email or in person
	11. Ensure the maintenance and enhancement of professional knowledge, skills, attitudes and professionalism throughout career through undertaking recognized CPD training such as but not limited to regular courses provided via EMLawshare and LLG
	12. To carry out such other duties as may from time to time be required by the Monitoring Officer, Legal Services Manager and/or to support the other members of the Legal Services team as required

PREPARED BY: Rachel Clack

DESIGNATION: Legal Services Manager

DATE: August 2025

REVIEWED: Sara Pregon

DESIGNATION: Monitoring Officer and Head of Chief Executive Department

DATE: August 2025