**Job and Person Profile (JPP)**

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| **Job details** |
| **Job title** | Caseworker |
| **Job Reference** | 19851 |
| **Grade and Salary** | 5 - £34,434 per annum (pro rata for part time)This role includes performance related pay progression |
| **Service and Team** | Governance, Legal and Assurance, Legal Services  |
| **Location** | Endeavour House, 8 Russell Road, Ipswich IP1 2BX *–* Hybrid  |
| **Hours per week** | 37 |
| **Status** | **Permanent**  |
| This role may offer the following flexible working options | * *Working part time hours (eg different hours/days to those advertised)*
* *Job sharing*
* *Working compressed hours (eg a nine-day fortnight)*
* *Term time working (including partial term-time working)*
* *Use of flexitime / time off in lieu*
* *Hybrid working options, including some home working*
* *Working from different Council buildings*
* *Working adjusted core hours (eg starting later and finishing later or other patterns)*
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| **About us** |

As a modern and effective council, we understand the importance of being flexible and well-connected in the ways we work. We focus our ambitions on doing what’s right for people, our partners and our communities - both now and for the future.

That’s why, as one of the largest employers in Suffolk, we believe in empowering everyone. Through career variety and collaborative working, accessible career paths and professional development.

The support and care we offer encourages and enables you to be the best you can be. To make a meaningful impact on the world around you. To achieve a unique sense of pride in what you do, why you do it and where. **Reimagine the possibilities.**

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| **Main purpose of the job** |

To provide legal advice across any team or function within Legal Services, under supervision of Lawyers.

Works closely with colleagues to assist with the delivery of all aspects of legal work, including drafting and preparing legal documents for functions across the Council and to external customers.

Responsible for understanding and interpreting client needs to provide them with a service they value, which supports them in driving the delivery of quality, productivity and efficiency improvements.

Responsible for advocating in Court or public inquiries in appropriate cases.

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| **What you will be expected to deliver in the role** |

* To give legal advice on cases, following the Lexcel qualityprocedures, with supervision from lawyers.
* To holding a caseload*,* under supervision.
* To provide legal advice and makedecisions using professional judgement.
* To provide support to, and supervise, the Paralegals across Legal Services.
* To undertake advocacy in court as needed, for non-contentious cases only
* Client relationship management, to both internal and external clients.
* Communicating with key players, including external suppliers.
* Expected to keep abreast of legal updates and understand how they apply to, and affect, the Council and/or clients
* Expected to undertake any training and development programme that may be required, and to have a proactive approach to their own development.
* Contribute to operational improvements within Legal Services.
* Awareness of the bigger picture, across the Council, and developments in the legal field.
* Protecting and upholding the interests of the County Council.

Although this list provides examples of what you will be doing it’s not intended to be exhaustive, and you will have personal objectives linked to our People Plans and Strategies that will be discussed and agreed with your line manager when you start.

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| **Person Profile – what you will bring to the team** |

**Qualifications and professional memberships**

1. Honours degree (preferably in law).
2. Functional English and Maths qualifications (e.g., GCSE, etc), or the ability to demonstrate the relevant skills in these areas. (If you do not already hold a functional English and Maths qualification, support can be provided to achieve this while working in the role.)
3. Project management qualification, or equivalent experience (Desirable)

**Values and personal qualities**

1. Demonstrates a passion for making a positive difference for Suffolk.
2. Shares our [WE ASPIRE](https://www.careers.suffolk.gov.uk/home/about/our-values) Values and strives to lead by example in relation to these.
3. A strong commitment to fairness and Equality, Diversity and Inclusion (EDI).
4. Strives to continuously improve in everything they do, taking the initiative to learn and develop.
5. Brings creativity into their work through innovation and openness to change.
6. Collaborates well with others and offers assistance and support to colleagues.

**Specialist knowledge skills and experience**

1. Technical knowledge of law gained through recent experience within a similar setting.
2. Ability to identify solutions for a variety of legal situations and problems and develop solutions
3. Skills in negotiation and persuasion.
4. Ability to exercise professional judgement.
5. Ability to handle a caseload under supervision.
6. High level of literacy to interpret legislation and case law, and to communicate effectively in written form with a range of audiences
7. Good numeracy skills to understand financial arrangements.
8. Experience of effective partnership and collaborative working
9. Comprehensive understanding of Council priorities and political dynamics
10. Ability to resolve conflict effectively
11. Excellent verbal & written communications skills required to convey varied and/or complex information with a range of audiences
12. Excellent time management skills and the ability to help others prioritise and effectively manage their own workload to ensure deadlines are consistently met
13. Flexibility to undertake tasks outside of normal activities in order to support the wider team in meeting goals and objectives
14. Building on effective internal relationships to achieve a flexible and responsive service.
15. Developing and maintaining good relationships with clients.
16. Contributing to the development and improvement of guidelines and procedures for effective, efficient and economic long-term delivery of services.
17. A positive approach to change.
18. Relevant experience of working within a legal setting.
19. Experience in local government, or other large public sector organisation (Desirable)
20. Experience of successfully managing projects. (Desirable)
21. Partnership working. (Desirable)

**Additional requirements**

1. Ability to travel throughout the county.
2. Good knowledge of computer systems and applications including MS software – Word, Excel, Outlook and PowerPoint.

If you think you have what it takes to be successful in this role, even if you don’t meet all the criteria, please apply. We’d appreciate the opportunity to consider your application.

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| **Travel requirements** |

**Infrequent****Travel** - On occasions, there may be a requirement for you to travel using reasonable and suitable means available to you.

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| **Our values – WE ASPIRE** |



At Suffolk County Council our WE ASPIRE values set out the behaviours we expect from everyone in the organisation regardless of who they are, what their role or grade is or where they work.

The values have been developed through feedback and input from employees at the council and underpin how we go about our everyday work. They define us and help us to be the best we can be.

Visit our [**careers pages**](https://eoce.fa.em3.oraclecloud.com/hcmUI/CandidateExperience/en/sites/CX_3001/pages/11002) for more information on our WE ASPIRE values.

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| **Our Customer Commitment** |



In addition to our WE ASPIRE values, we also have a **Customer Commitment** which sets out a number of strong principles that help support high standards of customer service and care that we can all endeavour to consistently demonstrate.

For more information, view our [**Customer Commitment poster.**](https://sccrecruit.blob.core.windows.net/assets/SCC/Other-Docs/17.06.2020_%20CUSTOMER_COMMITMENT_POSTER.pdf)

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| **More information for recruitment applicants** |

We offer a fantastic working environment including diverse and active staff networks,

great flexible working options and many benefits, as well as the opportunity to improve the lives of Suffolk residents.

Visit the [**Suffolk County Council career website**](https://eoce.fa.em3.oraclecloud.com/hcmUI/CandidateExperience/en/sites/CX_3001/pages/11002) to learn more, including information about adjustments to recruitment processes, our interview schemes and other commitments to equality, diversity and inclusion.