



ROLE DESCRIPTION

Job Title	Paralegal
Salary Band	27-32
Reporting to	Major Projects Solicitor
Directorate	Resources
Service Area and sub area	Legal & Democratic Services
Team	Legal
Political Restriction	No

1. Primary Purpose of the Post
<ul style="list-style-type: none">• To provide comprehensive legal, procedural and caseload management support to the legal department, ensuring that the LCRCA's legal obligations are met, and that the authority operates within the boundaries of the law.• The role will involve assisting legal staff in various legal matters, including commercial, contract, public law and/or commercial property.
2. Your responsibilities
<p>Legal Research and Advice:</p> <ul style="list-style-type: none">• Conduct in-depth legal research on a range of issues affecting the combined authority.• Provide summaries of legal cases, statutes, regulations, and other legal materials• Assist in drafting legal opinions and advice for departments on a variety of legal matters. <p>Document Drafting and Review:</p> <ul style="list-style-type: none">• Draft a variety of legal documents, including contracts, Land Registry documents, reports, letters, and case summaries. Reviewing and advising on terms and conditions and dealing with miscellaneous legal queries.• Provide clear and understandable advice and interpretation of complex legal correspondence, reports and information, making recommendations where appropriate.• Assist in preparing legal correspondence to clients and third parties including instructions to Counsel or external solicitors.



- Review contracts, agreements, and other legal documents to ensure compliance with statutory and regulatory requirements.

Client and Stakeholder Liaison:

- Serve as a point of contact for internal and external stakeholders.
- Attend client meetings with lawyers, taking notes and providing legal and procedural assistance.
- Ensure that legal processes and decisions are communicated clearly to relevant parties.
- Liaison with other departments for document preparation purposes.

Compliance and Legal Risk Management:

- Assist in ensuring that the authority's policies, procedures, and operations comply with relevant legal and regulatory frameworks.
- Monitor changes in legislation that may affect local government operations and attending all appropriate training, providing updates and recommendations where necessary.

Caseload Management:

- Maintain accurate and up-to-date records of legal files and documents.
- Administrative tasks including, but not limited to, opening case files, keeping legal databases accurate and up to date, managing calendars, arranging contract signing and file closures.
- Manage case management systems and ensure that all legal records are organised and accessible.

3. General Corporate Responsibilities

The postholder will be required:

- to represent and promote the work of the Organisation and the wider Liverpool City Region, locally, regionally and nationally, as required;
- in line with the respective role to ensure 'joined up' policy and practice across areas of the Liverpool City Region;
- to represent the Organisation to raise the reputation of the Combined Authority and Merseytravel and promote its interests and its people;
- to make open, honest and effective decisions within the Organisation formal governance structures.
- to promote understanding of and adherence to the Organisation values by modelling appropriate behaviours and encouraging others to do likewise; and
- to be part of a culture of continuous improvement to develop an outstanding service



This job description is not intended to be prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility at the time of writing. The post holder will be expected to undertake any other legal or administrative tasks commensurate with the grade of the post.

4. Recruitment Plan

Competency Based Interview
Assessment

PERSON SPECIFICATION

Job Title: Paralegal

Criteria		
Qualifications and Training	E = Essential D = Desirable	Identified By
A law degree (LLB/GDL), or CILEX Level 6 Diploma in Law and Practice, or equivalent experience.	E	A
A strong understanding of commercial and contract law and/or commercial property law.	E	A/I/AC

Experience and knowledge	E = Essential D = Desirable	Identified By
Experience in legal research and document drafting.	E	A/I
Excellent written and verbal communication skills.	E	A/AC
Experience of having care and conduct of a caseload of non-complex and some complex matters	E	A/I
Experience working in a local government, public sector or commercial legal team.	D	A/I
Knowledge of relevant statutory frameworks, including the Local Government Act and Procurement Act 2023.	D	I/AC

Skills and abilities	E = Essential D = Desirable	Identified By
Ability to work under pressure, prioritising tasks and meeting deadlines.	E	A/I
Ability to work collaboratively as part of a team.	E	A/I
Familiarity with case management systems.	D	A
Familiarity with document management tools, including Microsoft Officer and Adobe.	E	A

Personal Attributes	E = Essential D = Desirable	Identified By
Strong organisational skills with attention to detail.	E	A/I

Core Behavioural Competencies	E = Essential D = Desirable	Identified By



**LIVERPOOL
CITY REGION**
COMBINED AUTHORITY

METROMAYOR
LIVERPOOL CITY REGION

Key to Assessment Methods:

A - Application	AC – Assessment	I – Interview
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