

# Job Description

This form is used to provide a complete description of the specific job and defines the required skills, knowledge, behaviours, qualifications and experience.

## Section A: Job Profile

The job profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the role and a brief description of the main duties.

### Job Details

Job Title:	Legal Executive (Childcare)
Salary:	£38,890 - £41,881
Grade:	Grade 12
Hours:	37 (flexible working available)
Team:	Childcare
Service Area:	Legal Services
Primary Location:	County Hall, New Road, Oxford, OX1 1ND
Budget responsibility:	N/A
Responsible to:	Deputy Principal Solicitor (Childcare)
Responsible for:	None

### Job Purpose

This is a brief overview of the key objectives of the job including the context within the team/department.

1. To undertake a range of legal work in connection with the work of the Childcare team and to provide legal advice to our client department of Oxfordshire County Council.
2. To assist Legal Services in maintaining the provision of an effective and efficient Child Care service to the County Council.
3. To assist County Legal Services in maintaining the provision of an effective and efficient Legal Service to the County Council in compliance with the LEXCEL Office Procedures Manual formulated in accordance with the Law Society's Practice Management Standards.

### Job Responsibilities

This is a list of the main duties or tasks that the post holder will be expected to undertake.

1. To undertake drafting and related advisory work.
2. Represent Legal Services at appropriate meetings in relation to childcare.
3. Day-to-day responsibility for managing a caseload to a good standard of professional practice.

4. Prepare evidence and statements in liaison with the relevant client departments.
5. To provide legal advice and guidance to team members, other officers Directors, and members as required
6. Brief counsel when necessary.
7. Representing the council in legal proceedings at court when needed.
8. Comply with Lexcel office procedure manual including diary management, time recording, and case management.

**For all staff** - You have specific responsibilities under Health & Safety legislation to ensure that you:

- Take reasonable care for your own health and safety, and that of others affected by what you do, or do not do
- Cooperate on all issues involving health and safety
- Use work items provided for you correctly, in accordance with training and instructions
- Do not interfere with or misuse anything provided for your health, safety or welfare
- Report any health and safety concerns to your line manager as soon as practicable

Oxfordshire County Council is re-organising office accommodation across the county, and the location of this post may change. The successful applicant for this position will be kept informed by his/her line manager of any proposed change in location

This job description is not an exhaustive list of tasks and responsibilities, and the post-holder may be required to undertake additional tasks and responsibilities which are commensurate with the grade of the job.

## Section B: Selection Criteria

This section provides a list of essential and desirable criteria that detail the skills, knowledge, behaviours, qualifications and experience that a candidate should have in order to perform the job. The selection criteria provide a list of essential (no more than 8-10) and desirable criteria (no more than 4). The criteria are aligned to our corporate values.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

You must provide a supporting statement as part of your application which includes examples and evidence of when you have demonstrated the criteria listed below. You will be expected to address each point separately and in the order listed. If you do not complete a full supporting statement in the requested format your application may be rejected.

Essential Criteria	Assessed By:
<p><b>Skills/Aptitude</b></p> <p>Excellent knowledge of the specialist legal areas set out in the JD</p> <p>Ability an understanding to keep up to date with relevant legislation</p> <p>Excellent interpersonal skills and able to get on with staff at all levels – a team player</p>	<p>Application</p> <p>Interview</p> <p>Presentation</p>

IT literate	
<b>Qualification</b>  Qualified Legal Executive or other appropriate legal qualification	Documentation
<b>Experience</b> Experience of working in a Legal Practice.  Provisions of legal advice in relevant areas.  Clear knowledge of professional requirements.	Application Interview
<b>Other Requirements</b> Organised and methodical  Ability to work under pressure and to tight deadlines.  Good attention to detail  Positive approach to change	Interview
<b>Desirable Criteria</b>	<b>Assessed By:</b>
<b>Skills/Aptitude</b>  Experience of identifying and implementing new ways of working  Experience of developing and simplifying new procedures, processes or systems	Interview
<b>Experience</b> Understanding and knowledge of Lexcel accreditation.  Proven ability to handle new areas of work with little guidance	Interview
<b>Other Requirements</b> Local government or public sector experience.	Application  Interview



## Section C: Pre-employment Checks

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates. Further information can be found here [Pre-employment checks](#)

Additional pre employment checks specific to this role include:

<input type="checkbox"/>	Enhanced Disclosure and Barring Service check with Children's and Adults Barred List	<input type="checkbox"/>	Enhanced Disclosure and Barring Service check without an Adult/Children's barred list check
<input type="checkbox"/>	Enhanced Disclosure and Barring Service check with Children's Barred List	<input type="checkbox"/>	Enhanced Disclosure and Barring Service check with Adults Barred List
<input checked="" type="checkbox"/>	Standard Disclosure and Barring Service check	<input type="checkbox"/>	Basic Disclosure
<input type="checkbox"/>	Disqualification for Caring for Children (Education)	<input type="checkbox"/>	Overseas Criminal Record Checks
<input type="checkbox"/>	Prohibition from Teaching	<input type="checkbox"/>	Professional Registration
<input type="checkbox"/>	Non police personnel vetting	<input type="checkbox"/>	Disqualification from Caring
<input type="checkbox"/>	Other (please specify):		

## Section D: Working Conditions

This is a guide to the working conditions and the potential hazards and risks that may be faced by the post-holder.

### Health and Safety at Work

You are responsible for your own health, safety and wellbeing, and undertaking health and safety duties and responsibilities for your role as specified within Oxfordshire County Councils Health and Safety Policy.

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked).

<input type="checkbox"/>	Provision of personal care on a regular basis	<input type="checkbox"/>	Driving HGV or LGV for work
<input type="checkbox"/>	Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input type="checkbox"/>	Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)



<input type="checkbox"/>	Working at height/ using ladders on a regular/ repetitive basis	<input type="checkbox"/>	Restricted postural change – prolonged sitting
<input checked="" type="checkbox"/>	Lone working on a regular basis	<input type="checkbox"/>	Restricted postural change – prolonged standing
<input type="checkbox"/>	Night work	<input type="checkbox"/>	Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/>	Rotating shift work	<input type="checkbox"/>	Manual cleaning/ domestic duties
<input type="checkbox"/>	Working on/ or near a road	<input type="checkbox"/>	Regular work outdoors
<input checked="" type="checkbox"/>	Significant use of computers (display screen equipment)	<input type="checkbox"/>	Work with vulnerable children or vulnerable adults
<input type="checkbox"/>	Undertaking repetitive tasks	<input type="checkbox"/>	Working with challenging behaviours
<input type="checkbox"/>	Continual telephone use (call centres)	<input type="checkbox"/>	Regular work with skin irritants/ allergens
<input type="checkbox"/>	Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/>	Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/>	Work requiring respirators or masks	<input type="checkbox"/>	Work with vibrating tools/ machinery
<input type="checkbox"/>	Work involving food handling	<input type="checkbox"/>	Work with waste, refuse
<input type="checkbox"/>	Potential exposure to blood or bodily fluids	<input type="checkbox"/>	Face-to-face contact with members of the public
<input type="checkbox"/>	Other (please specify):		

## Agile Working

All staff may be required to work from a different base or in a different location at some point in the future in line with any Council or school needs. Such changes will be made after proper consultation and shall be deemed to be reasonable after taking into account any personal requirements.

