London Borough of Redbridge

Assurance

Paralegal
Job Description and Person Specification

June 2026

Job Description

Job Title:	Paralegal
Department:	Assurance
Function:	Legal
Team:	All Teams
Post number:	S007417, S007485, S007486
Grade:	LBR06
Hours/weeks: *E.g. 36 hours/52.14 weeks*	36 hours/52.14 weeks
Base location:	Town Hall
Reports to: *Job title*	Principal Lawyer
Responsible for: *Job titles of direct reports*	*None*
Role purpose and role dimensions: *Overview of the job*	To be responsible for supporting lawyers across the Legal Services Team in relation to all areas of law within the scope of the Team's areas of responsibility. The principal areas of law within the scope of the Team are: Litigation Property & Planning Safeguarding To contribute to the effective operational management of the Legal Services team in order to deliver a high quality and cost-effective legal service.
Key external contacts: *Organisations*	Solicitors, Members, external partner and stakeholder representatives, court/tribunal personnel and the public.
Key internal contacts: *Job titles or groups of staff*	Work with colleagues across Legal Services and internal colleagues and clients.
Financial dimensions: *Budgetary responsibility & amount. Equipment, cash, property etc. for which employee is responsible.*	None
Key areas for decision making:	None

Other considerations: *E.g. working patterns*	This is a full-time role through Hybrid working, so that advice can be provided particularly at a high level, in person as well as in writing and sometimes within short timescales. The post holder is required to possess up to date knowledge of the law and practice in relevant areas of specialism and is required to be flexible in their work pattern when may be required and agreed with their manager. There may be a requirement to provide out of hours legal support.

Key accountabilities and result areas:	**Key elements:**
Supporting Lawyers	**This will involve:** Responsible for supporting the lawyers in the Legal Services Team, under the allocation and line management of the designated manager. Provide and issue applications, obtaining and organising documentation to the meet the requests of the Courts, providing support to clients, creating and updating bundles, and drafting legal documents. Provide assistance in relation to Legal Services legal matters, including ensuring compliance with any relevant protocols. Carry out case work instructions received from lawyers (such as liaising with clients/counsel/courts/other parties). To deal with straightforward – non routine casework in order to ensure the Council's position is represented in the most cost effective and efficient manner. Update any workflows relating to areas of work undertaken within the teams. Responsible for filing documentation within proceedings as within the areas of work allocated. Maintain calendars ensuring matters are brought forward and appointments placed in Key Dates Calendars area dealt with. Proactively identifying next steps on cases where possible, advising lawyers what steps they propose to do, keeping lawyers updated in writing with any steps taken as instructed or upon their initiative in the lawyers' absence. Drafting of case closure memos (including client satisfaction questionnaire) for completing and sending. Undertaking research such as finding case law or guidance notes.
Decision Engagement	**This will involve:** Consult and guide client directorates as required. Engage effectively with all clients and customers in order to understand their service requirements and to deliver on them. Ensure that client confidentiality is maintained at all times.
Planning	**This will involve:** Plan and prioritise allocated work efficiently and support the continuous improvement of the Legal Services Team. Ensure effective operational use of all service resources by regularly reviewing working methods, systems and equipment.

Preparation	**This will involve:** Prepare reports, documents, minutes and correspondence on behalf of Lawyers, taking notes at meetings as required.
Performance Standards	**This will involve:** Conduct all work in accordance with practice management standards laid down by the Law Society (Lexcel) and all other departmental and corporate performance standards in order to maintain a standard of excellence
General accountabilities and responsibilities	
Green Statement	**This will involve:** ▪ Seeking opportunities for contributing to sustainable development of the borough, in accordance with the Council's commitment to making Redbridge a cleaner, greener place to live. In particular, demonstrating good environmental practice (such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction) in your job.
Data Protection/Confidentiality	**This will involve:** ▪ Complying with the Data Protection Act 1998 – treating all information acquired through your employment, both formally and informally, in strict confidence and in accordance with Caldicott principles. ▪ Complying with the Code of Conduct, other practice guidelines and the rules and protocols defining employees' access to and use of the Council's databases and systems. Any breaches could result in disciplinary measures. ▪ Maintaining client records and archive systems in accordance with departmental procedure, policy and statutory requirements.
Conduct and Whistleblowing	**This will involve:** ▪ Complying with the requirements of the Code of Conduct and maintaining high standards of personal conduct, honesty and integrity. You have a duty to raise any impropriety or breach of procedure to the appropriate level of management. Employees making such disclosures (whistleblowing) are protected and may make them without fear of recrimination.
Safer Working	**This will involve:** ▪ Commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults. Where you work in such a post the Council will require a Disclosure and Barring Service (DBS) check and references will be taken up prior to interview.
Equalities	**This will involve:** ▪ Complying with the Council's strong commitment to achieving equality of opportunity and outcomes in its services to the community and in the employment of people. You are expected to understand, comply with and promote Council policies in your work, to undertake any appropriate training and to challenge any prejudice and discrimination.
Customer Care	**This will involve:** ▪ Complying with corporate and service area customer service standards and promoting the development of high quality, individualised and customer-led services.

Health and Safety	**This will involve:** ▪ Being responsible for your own Health & Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.
To contribute as an effective and collaborative member of the team	**This will involve:** ▪ Taking responsibility for continuing self-development and participating in training and development activities. ▪ Participating in the ongoing development, implementation and monitoring of the service plans. ▪ Supporting and contributing to value for money, service efficiencies and improvements.
Flexibility	**This will involve:** ▪ The above-mentioned duties are neither exclusive nor exhaustive. From time to time you may be required to undertake responsibilities outside the normal remit of your Job Description as required by the line manager, and are broadly within your the grading level and competence.

Person Specification

Job Title:	Paralegal		
	Method of candidate assessment: A = Application form I = Interview T = Test. *Weighting: 3 = most important, 2 = least important*	**A - I – T**	Weighting
Minimum education/ qualifications:	Law Degree, FILEX (or working towards)	A I	3
	Good standard of general education.	A I	2
	Proven experience in the legal profession.	A I	3
	Demonstrates some knowledge of practice and procedure in relation to Litigation.	A I	2
	Working in a local authority or other large organisation	A I	3
Minimum experience/ knowledge/ skills:	Ability to analyse and solve a variety of complex problems with minimal supervision.	A I	3
	Ability to work in a demanding environment and meet deadlines whilst helping with a diverse workload.	A I	3
	Pro-active and have the energy, commitment and resolve necessary to get the job done.	A I	3
	Skilled in identifying and managing legal and corporate risk in all work undertaken.	A I	2
	Good IT skills to utilise work systems and Microsoft Office applications.	A I	3
	Good keyboard skills to input data precisely and draft complex documentation.	A I	2

Minimum competencies: Customer focus	Ability to develop and maintain good working relationships with senior managers and other officers.	A I	3
Communicating and influencing	Excellent communication skills both orally and in writing. Excellent drafting skills.	A I A I	3 3
For those with managerial responsibility Leadership	N/A		
Special conditions:			
Signature of Employee:	**Name:**	**Date:**	