



Role Profile

Legal Services - Paralegal

Role Description

The Legal Services Department provides in-house legal services to the Chief Constable and his officers. The paralegal will provide support to the Force Solicitor and members of the Legal Services team. The primary purpose will be to provide high level legal support to lawyers and have conduct of certain case-types.

As a case-holder with conduct of case-types including Family and Non-Family Disclosure, Police Property Disposal and Dog Destruction Orders, the paralegal will handle each one from start to finish: carry out investigations, liaise with relevant parties (solicitors, other Gloucestershire Constabulary units, governing bodies, courts etc.) instruct Counsel, draft paperwork, give advice, make decisions and conclude cases. At all times, the paralegal will have support and guidance from our team of lawyer.

The paralegal will also support the in-house lawyer team in defending the Chief Constable against a wide range of claims – everything from civil actions to employment tribunals and misconduct hearings; helping to prepare cases and carry out investigations, conducting research, gathering evidence and interviewing witnesses.

Main Responsibilities

1. To provide paralegal support to the Force Solicitor, working flexibly as part of the team in Legal Services, supporting colleagues at times of peak activity/absence and demonstrating initiative and ability to work pro-actively within the remit of the role.
2. Handling legal cases, which will include investigating the background to the case, collating documents, obtaining statements, preparation of court papers and attending courts with Counsel, under supervision.
3. Contributing to Investigations and responses to employment tribunal claims, under supervision, helping to prepare cases and carry out investigations, conducting research, gathering evidence and interviewing witnesses.
4. Contributing to Investigations and draft responses to civil pre-action letters of claim in accordance with the Pre Action Protocols, under supervision.
5. Liaising with Counsel acting on behalf of the Constabulary and create bundles in preparation for Court hearings and tribunals.
6. Negotiate fees with Counsel clerks, in consultation with the Force Solicitor.
7. Assisting in responding to general advice queries from across the Constabulary on a wide range of issues, reporting to the lawyer with carriage of the case.
8. Attend meetings in the capacity of paralegal, liaising with other Gloucestershire Constabulary units and associated governing bodies, where necessary.
9. Providing day to day support, including research, to the lawyers in the Legal Services Team.
10. Produce high quality documentation, mainly using Microsoft Word, Excel and occasionally Power Point or other force IT systems.
11. Manage an individual mailbox and contribute to managing the Legal Services mailbox, by assuming suitable cases into the paralegal caseload.
12. Executes additional tasks in order to meet organisational objectives.

Rank\Scale

Scale 5

Reports To

Force Solicitor

Additional Information

Vetting Level: The role must be vetted to a minimum of Management Vetting (MV & SC).

Mobility: The Force reserves the right to request you to carry out any other duties or move you to any other post appropriate to your grade, at any location within the county of Gloucestershire, as business requirements dictate.

Working Pattern: Normal working hours will average 37 per week or will be pro-rata. This will be worked subject to the needs of the service and may involve shift, night, weekend and public holiday working.

Standards of Professional Behaviour: All members of Police Staff / Police Officers must comply with these standards.

Training and development: Undertake the required training and development to maintain working knowledge.

Experience and Qualifications



Role Profile

Legal Services - Paralegal

Essential

- Strong administration skills, gained in a busy office environment
- Hold a law degree
- A keen interest in legal work
- Effective time management and organisational skills with an ability to manage deadlines and priorities
- Excellent inter-personal skills
- The ability to work on your own initiative whilst maintaining working relationships and achieving team goals
- A high standard of written and oral communication
- An enthusiastic individual who is proactive and flexible in their approach to work. There must be flexibility in hours as often cases can start early or finish late.

Desirable

- Good computer skills (training will be provided for local applications)
- Ability to take on ownership and responsibility for own caseload
- A basic knowledge of the court systems and legal principles.

Competency Framework Values

Skill Category	Skill Name	Skill Level	Skill Description	For PDR
Intelligent, Creative and Informed Policing	We analyse critically	Practitioner	<p>I recognise the need to think critically about issues. I value the use of analysis and testing in policing.</p> <p>I take in information quickly and accurately.</p> <p>I am able to separate information and decide whether it is irrelevant or relevant and its importance.</p> <p>I solve problems proactively by understanding the reasons behind them, using learning from evidence and my experiences to take action.</p> <p>I refer to procedures and precedents as necessary before making decisions.</p> <p>I weigh up the pros and cons of possible actions, thinking about potential risks and using this thinking to inform our decisions.</p> <p>I recognise gaps and inconsistencies in information and think about the potential implications.</p> <p>I make decisions in alignment with our mission, values and the Code of Ethics.</p>	Yes



Role Profile

Legal Services - Paralegal

Inclusive, Enabling and Visionary Leadership	We are collaborative	Practitioner	<p>I work cooperatively with others to get things done, willingly giving help and support to colleagues.</p> <p>I am approachable, and explain things well so that I generate a common understanding.</p> <p>I take the time to get to know others and their perspective in order to build rapport.</p> <p>I treat people with respect as individuals and address their specific needs and concerns.</p> <p>I am open and transparent in my relationships with others.</p> <p>I ensure I am clear and appropriate in my communications.</p>	Yes
Resolute, Compassionate and Committed	We are emotionally aware	Practitioner	<p>I treat others with respect, tolerance and compassion.</p> <p>I acknowledge and respect a range of different perspectives, values and beliefs within the remit of the law.</p> <p>I remain calm and think about how to best manage the situation when faced with provocation.</p> <p>I understand my own emotions and I know which situations might affect my ability to deal with stress and pressure.</p> <p>I ask for help and support when I need it.</p> <p>I understand the value that diversity offers.</p> <p>I communicate in clear and simple language so that I can be easily understood by others.</p> <p>I seek to understand the thoughts and concerns of others even when they are unable to express themselves clearly.</p>	Yes
Intelligent, Creative and Informed Policing	We are innovative and open-minded	Practitioner	<p>I demonstrate an openness to changing ideas, perceptions and ways of working.</p> <p>I share suggestions with colleagues, speaking up to help improve existing working methods and practices.</p> <p>I constantly reflect on my own way of working and periodically review processes and procedures to make continuous improvements.</p> <p>I adapt to change and am flexible as the need arises while encouraging others to do the same.</p> <p>I learn from my experiences and do not let myself be unduly influenced by preconceptions.</p>	Yes



Role Profile

Legal Services - Paralegal

Inclusive, Enabling and Visionary Leadership	We deliver, support and inspire	Practitioner	<p>I take on challenging tasks to help to improve the service continuously and support my colleagues.</p> <p>I understand how my work contributes to the wider police service.</p> <p>I understand it is part of my collective responsibility to deliver efficient services. I take personal responsibility for making sure that I am working effectively to deliver the best service, both individually and with others.</p> <p>I am conscientious in my approach, working hard to provide the best service and to overcome any obstacles that could prevent or hinder delivery.</p> <p>I support the efficient use of resources to create the most value and to deliver the right impact.</p> <p>I keep up to date with changes in internal and external environments.</p> <p>I am a role model for the behaviours I expect to see in others and I act in the best interests of the public and the police service.</p>	Yes
Resolute, Compassionate and Committed	We take ownership	Practitioner	<p>I actively identify and respond to problems.</p> <p>I approach tasks with enthusiasm, focusing on public service excellence.</p> <p>I regularly seek feedback to understand the quality of my work and the impact of my behaviour.</p> <p>I recognise where I can help others and willingly take on additional tasks to support them, where appropriate.</p> <p>I give feedback to others that I make sure is understandable and constructive.</p> <p>I take responsibility for my own actions, I fulfil my promises and do what I say I will.</p> <p>I will admit if I have made a mistake and take action to rectify this.</p> <p>I demonstrate pride in representing the police service.</p> <p>I understand my own strengths and areas for development and take responsibility for my own learning to address gaps.</p>	Yes

NOS

NOS Unit	Unit Name	Unit Description