



JOB DESCRIPTION

This form summarises the purpose of the job and lists its key tasks. It may be varied from time to time at the discretion of the Authority, in consultation with the postholder.

Job title	Legal Administration Officer
Reports to	Shared Corporate Legal Service Manager
Team	Legal
Grade	5
Last updated	July 2026

Job Summary

Legal Administration Officer is a key business support role within Legal Services. The postholder will be the principal administrative support for a small team of legal professionals and will be expected to manage a broad range of administrative responsibilities independently using initiative and sound judgments to ensure the efficient operation of the team. An officer with excellent organisational skills, attention to detail and ability to manage confidential information while contributing to the effective delivery of legal services.

Key Tasks

Operational Responsibilities

- Assist with various items of legal work as required by the Team
- Acknowledge new instructions for legal work and create new cases on our case management system
- Appointed administrator for the case management system – maintain the system, open cases, close case, run reports when required
- Retrieve all documents required for new cases or any documents requested by other officers in the Council
- Liaise with external company who hold all archived documents – organise documents, create new schedules, create and maintain deed packets, order and return deeds as necessary
- Assist with the preparation of court documents and court bundles when required
- Provide general administrative support to legal fee-earners
- Provide support on FOI and Data Protection enquiries
- Manage and maintain subscription with Land Registry
- Process all invoices on behalf of legal

- Record property changes in Terrier Book/spreadsheet i.e disposals, acquisitions, lease, easements, licences
- Ordering stationery
- Photocopying on behalf of officers when required

Supervisory / Team Working Responsibilities

- Assist Trainee members of the team when asked
- Work robustly and cohesively with fee-earners

Communication & Contacts

- Liaise with all officers at the Council to assist with any general queries raised of legal
- Report to the Legal Service Manager

Financial / Budgetary Responsibilities

- Process invoices on behalf of Legal



PERSON SPECIFICATION

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We want the postholder to be able to demonstrate the following competencies to a high level and want to use these to the full in their work. This is more important than having a great deal of direct experience of the job content, and we will be looking for evidence of all the following key competencies during the selection process, if you are shortlisted.

- Personal effectiveness
- Proactive
- Managing relationships
- Communication
- Customer focus
- Commercial focus*

Key Criteria

Qualifications and Experience

- GCSEs (or equivalent) including English and Maths (Grade C/ 4 above)
- Competent IT skills including Microsoft Office (word, excel, outlook)
- Demonstrable experience in administrative or business support role preferable within a legal or public sector environment
- Experience of handling confidential and sensitive information in accordance with data protection requirements.
- Experience providing administrative support to multiple colleagues within a busy team.
- Experience supporting a busy professional team while managing a wide range of administrative functions simultaneously

Specialist Knowledge and Job Requirements

- Understand good administrative practices and records management
- Understand the importance of confidentiality and information governance

- Ability to work independently using initiative to organise and prioritise workload with minimal supervision
- Excellent organisational skills and attention to detail
- Excellent written and verbal communication skills
- Ability to learn and use specialist legal and local government case management systems

Desirable Qualifications/Experience

- Experience working in a legal environment
- Recognised qualification in Business Administration, Office Administration or a related discipline
- Experience using a case management system
- Knowledge of local government procedures
- Knowledge of HM Land Registry processes
- Experience managing deed storage and archived documents

The council is committed to safeguarding and promoting the welfare of all its residents specifically children and vulnerable adults. The council expects all its staff to have an understanding of Safeguarding and to share this commitment