

Assistant Legal Officer – Grade 6-8

Job purpose

At Kirklees we want to be innovative and creative in the way we work to deliver our services to our communities. We know we have challenging times ahead, so we are always looking for better and smarter ways to work.

The purpose of the job is to work as a member of the Legal Services Team in the provision of an effective and responsive service that meets the needs of the Council now and in the future.

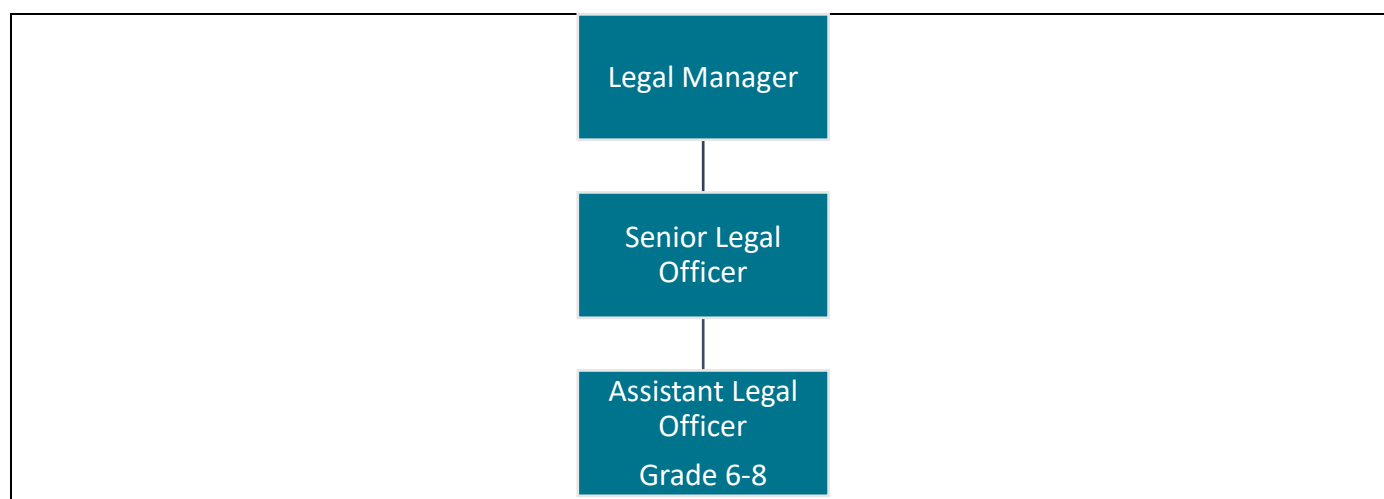
You will report directly to the Senior Legal Officer.

This role is based within [Corporate Strategy, Commissioning & Public Health](#). Find out more about [working for Kirklees](#).

Key areas of responsibility

- Deliver legal advice and assistance to help the Council achieve its objectives.
- Keep up-to-date with developments in the law and advise on implications for the Council.
- Support and guide team members as required.
- Work in accordance with office procedures and systems adopted by Legal Services
- Recognise and advise on matters involving significant risk to the Council.

Position of job in organisational structure



Employee Specification

See specific Job Focus Sheet

Behaviours and expectations

The right behaviours and attitudes are as important to us as the skills you bring to the job. We expect all our employees to demonstrate the following behaviours:

- Positive
- Honesty
- Respectful
- Flexible
- Communicative
- Supportive

You will also promote and be a role model of the Council's expectations of a New Council Employee within the organisation. This role is at level 1, for grades 6-7 and level 2 for grade 8. Find out more about [Council Behaviours and Expectations](#).

General information

See your responsibilities related to [Safeguarding](#).
DBS check at the appropriate level

This Job Profile is intended to provide an understanding and appreciation of the responsibilities of this particular job. It is not possible to specify every detail and we expect you to work flexibly within your skills, knowledge, experience, and grade of this job.

For Office Use Only:

Job Category	Legal Services	Grading ID	27550 27530 27600
Job ID	80100126	Last Updated	September 2021
Job Focus	Yes	Career Progression	Yes

Contractual Variants

DBS Category	Other	DBS Type	Standard
Health Check	No	Politically Restricted	No
24/7 working	No	Public Holidays	No
Night Working	No	Alternating Pattern	No
Standby	No	Other	No
Checked by HR	M Lunn		