

Person Specification

Job Title	Legal Business Administrator
Grade	Scale 6
Service/Section	Legal Services/ Legal Practice Management & Support Team
Directorate	Finance & Legal Services

Method of Assessment: AF= Application Form, T = Test, P = Presentation, I = Interview

Shortlisting Criteria: Essential criteria assessed via application form should be used to shortlist.

Criteria	Essential/ Desirable
Knowledge	
Knowledge of a range of digital tools, including MS Office, and office machinery, and an understanding of how to use these to maximise efficiency	E
Knowledge of the work and structure of Legal Services within a Local Authority	D
Knowledge of the signing and sealing process	D
Knowledge of financial procedures and a willingness to develop this	D
Knowledge of the land registration/ charges process	D
Skills and Abilities	
High degree of accuracy in record keeping, with the ability to create and maintain electronic filing systems where required.	E
Ability to efficiently identify and process work coming into the Legal Practice Management and Support Team inbox, correctly triaging requests in according with service priorities.	E
Ability to follow documented processes accurately, efficiently and in a timely manner (i.e. signing and sealing or financial transactions)	E
Good written skills, with the ability to take notes and communicate effectively by email etc.	E
Good customer service skills	E
Ability to prepare accurate and timely court bundles	E

Experience	
Experience of working within a legal environment Experience of business administration	D D
Equal Opportunities	
Understanding of and commitment to the Council's equal opportunities policies and ability to put into practice in the context of this post Understanding of and commitment to achieving the Council's staff values and ability to put into practice in the context of this post	E E