

Job Profile Information: Legal Assistant

This supplementary information for Senior Legal Assistant is for guidance and must be used in conjunction with the Job Capsule for job family Legal, Zone 3 Level 1

Camden Way Category 3

Job Title: Legal Assistant (Housing Litigation)

Job Grade: L3Z1

Salary Range: £31,434 - £36,110

Fixed Term Contract to 31 March 2024

About Camden

Camden is building somewhere everyone can thrive, by making our borough the best place to live, work, study and visit. Because, we're not just home to UK's fast-growing economy. We're home to the most important conversations happening today. And we're making radical social change a reality, so that nobody gets left behind. Here's where you can help decide a better future for us all.

The Council is looking for a Housing Legal Assistant to assist in the delivery of some of the Council's top priorities by delivering a high-quality customer focused legal housing service. Our in house legal team plays an essential part in the achievement of the objectives of Camden Council. As a service we strive to provide a high quality professional service that meets our client's expectations. You will be a valued member of a lively, responsive and supportive team delivering essential advice to clients and providing representation in diverse and interesting cases across the Council.

About the role

To provide a comprehensive high quality legal service on all aspects of the law and practice relating to Housing Law and to undertake the full scope of housing litigation matters, with particular responsibility for housing disrepair and possession. The work carried out by the Housing legal team is crucial to Camden achieving the ambitions set out in We Make Camden, our renewed vision for our borough, especially our ambition that Everyone in Camden Should have a place they call home.

Example outcomes or objectives that this role will deliver:

- Effective preparation and conduct of cases from instruction to completion and to represent the Council before the Court, undertaking legal research where necessary, drafting witness statements and other court documents
- Responsibility for appearing in the County Courts at first hearings, pre-trial hearings and generally in other less complex matters. To instruct Counsel in more complex matters, for example, where matters are defended or there are issues of legal capacity.
- To provide concise and clear advice to clients in writing and orally.
- To keep abreast of all relevant legislation, court practice and procedures
- To work effectively and in partnership with colleagues and team members in the delivery of the service

- All Camden employees are expected to be flexible in undertaking the duties and responsibilities attached to their post and may be asked to perform other duties which reasonably correspond to the general character of their post and their level of responsibility.

About you

You will have the following technical knowledge and experience:

1. Experience of working in a legal environment.
2. Good working knowledge and understanding of Housing Law and procedure relating to housing litigation in particular with regard to Disrepair Claims and Possession Proceedings.
3. Good working knowledge and understanding of Civil Litigation procedures in particular relating to drafting and filing claims, and witness statements, complying with Directions and service of orders
4. Experience of advising clients and meeting client deadlines
5. Good experience of working as part of a team including in a multi discipline team
6. Proficient in using Microsoft Office and computerised time recording systems (Preferably Prescient + /icasework)
7. Experience of conducting legal proceedings, including preparation of court papers and witness statements, advising on evidence and handling disclosure to achieve good outcomes
8. Ability to deliver advocacy, both written and oral, in the Civil Courts.
9. Good knowledge of the council's policies on valuing diversity and equality
10. Experience of handling sensitive information under the data protection and confidentiality

Work Environment:

This post is based in 5 Pancras Square, with extensive County Court work, and preparatory work for the Magistrates' Court

Travel between premises may also be required to attend meetings. As the specialist team deals with contentious issues, there may on occasions be contact with distressed, agitated or aggressive individuals over the telephone or in the court environment.

The post-holder will be required to work in an 'agile' way in line with Camden's move to a paperless and flexible work environment

People Management Responsibilities:

None

Relationships:

Include the following:

- Client Departments and other Council Departments as appropriate
- Senior Officers
- Court Officers
- Private Lawyers
- Counsel as required
- Councillors/members of the Public
- Other Local Authorities

Over to you

We're ready to welcome your ideas, your views, and your rebellious spirit. Help us redefine how we're supporting people, and we'll redefine what a career can be. If that sounds good to you, we'd love to talk

Is this role Politically Restricted?

Some posts at Camden are politically restricted, which means individuals holding these posts cannot have active political role. For a list of all politically restricted roles at Camden [click here](#).

This role is not a politically restricted role

Diversity & Inclusion

We want Camden Council to be a great place to work and to ensure that our communities are represented across our workforce. A vital part of this is ensuring we are a truly inclusive organisation that encourages diversity in all respects, including diversity of thinking. We particularly welcome applications from Black, Asian and those of Other Ethnicities, LGBT+, disabled and neurodiverse communities to make a real difference to our residents so that equalities and justice remains at the heart of everything we do. Click [Diversity and Inclusion](#) for more information on our commitment.

Agile working

At Camden we view work as an activity, not a place. We focus on performance, not presenteeism. We create trusting relationships, we embrace innovation rather than bureaucracy and we value people. Collaboration is the Camden way, silo working isn't.

At Camden we are proud to be one of Hire Me My Way's inaugural campaign supporters. Hire Me My Way is a national campaign led by Timewise, designed to increase the volume of good quality jobs that can be worked flexibly in the UK (www.HireMeMyWay.org.uk). Hire Me My Way aims to treble the number of available good quality flexible jobs to 1 million by 2020.

Asking for Adjustments

Camden is committed to making our recruitment practices barrier-free and as accessible as possible for everyone. This includes making adjustments or changes for disabled people, neurodiverse people or people with long-term health conditions. If you would like us to do anything differently during the application, interview or assessment process, including providing information in an alternative format, please contact us on 020 7974 6655, at resourcing@camden.gov.uk or post to 5 Pancras Square, London, N1C 4AG,