Job description

Business support officer - Legal

<table>
<thead>
<tr>
<th>Immediate team</th>
<th>Legal business support unit</th>
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<tr>
<td>Service team</td>
<td>Legal and democratic services</td>
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<tr>
<td>Line manager’s job title</td>
<td>Business support team leader</td>
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<tr>
<td>Number of direct reports</td>
<td>None</td>
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<tr>
<td>Salary and grade</td>
<td>£19,021 - £22,315 per annum, Grade 3</td>
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<tr>
<td>Duration of role</td>
<td>Permanent</td>
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<tr>
<td>Hours per week</td>
<td>37 hours per week</td>
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<tr>
<td>Location</td>
<td>Crowmarsh Gifford and Abingdon, Oxfordshire</td>
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<td>Employing council</td>
<td>South Oxfordshire District Council</td>
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<td>Probationary period</td>
<td>Six months</td>
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<tr>
<td>Notice period</td>
<td>One month</td>
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<td>Annualised hours apply</td>
<td>Yes</td>
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<tr>
<td>DBS check required</td>
<td>No</td>
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<tr>
<td>Date job description updated</td>
<td>December 2013</td>
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About the role and what we’re looking for

The post is primarily dedicated to supporting the legal team by providing administrative support to the lawyers.

Whilst dedicated to the legal team, the post holder will be part of the Business Support Unit and may be required to provide business support across the whole service area as required. The business support officer will also support best practice and joint working arrangements within the service.

Main duties and responsibilities:

- to assist in the delivery of the objectives set out in the service and improvement plan.
- to provide business support for the legal and democratic services service area as directed by line manager.
- to prepare and issue invoices and to arrange payment for casual workers
- to process incoming mail including postal cheques and cash
- to support best practice and joint working arrangements
to provide support and information to councillors

to undertake general and specific administrative duties aligned to the service area to include support for:

Legal services

- scanning and photocopying of documents
- filing and document management in respect of the council’s strong room and teams filing system etc
- to manage legal records using the relevant databases and to maintain the strong room records
- to format and print legal documents on behalf of fee earners
- to undertake research on behalf of fee earners
- to advise applicants and the public on basic queries relating to legal services
- to administer the time recording and case management system including the opening and closing of files and production of standard reports
- to assist legal officers, particularly with debt recovery
- to comply with Lexcel requirements
- maintaining the library resources including manual updating of loose-leaf publications

Electoral Services

- to accurately process all electoral applications including general registrations, postal votes, proxy votes and overseas voters in accordance with legislative deadlines.
- to advise applicants and the public on queries relating to electoral services
- to manage electoral services records using the electoral registration database
- to liaise with parish councils in relation to notices of vacancies for parish councillors and elections/co-option to fill those vacancies
to support electoral and community governance reviews as necessary including the production of data and plans and adjusting polling districts and places

to assist with elections, to include identifying and booking polling station venues and other accommodation necessary for elections, organising stationery, ballot box preparation, issue and opening of postal votes, dealing with nominations, dealing with postal vote and proxy vote applications, liaison with candidates and the public

to undertake all such duties and take on any other responsibilities as determined by the business support supervisor and electoral services team leader, which are commensurate with the nature of the post

at the time of an election to work long hours (including evenings and weekends) and under pressure as necessary to ensure deadlines are met

Democratic services

to advise applicants and the public on basic queries relating to democratic services

to arrange meetings of councillors as requested by the business support supervisor and democratic services team leader

to assist in facilitating meetings and open to the public, including those held off-site

to co-ordinate the production and distribution of committee meeting agenda and reports including photocopying, printing and scanning

to update the ModGov document management system as instructed

to maintain the hard copy document management (agendas and minutes) filing system

to process councillors’ allowance claims

to undertake all such duties and take on any other responsibilities as determined by the business support supervisor and democratic services team leader which are commensurate with the nature of the post.

to process temporary road closure requests and prepare documents
Community safety

- to advise applicants and the public on basic queries relating to community safety
- to assist in facilitating meetings open to the public including those held off site
- to prepare data collection spreadsheets (Excel) and manual log books collect and collate data as required and assist with the production of statistics for reports as required
- to undertake all such duties and take on any other responsibilities as determined by the business support supervisor and the community safety team leader which are commensurate with the nature of the post

Licensing

- to process all licence and related applications
- to prepare licences for sign off by licensing technical officers
- to advise applicants and the public on basic queries relating to licensing
- to manage licensing records using the licensing database

Local Land Charges

- to process all local land charges searches
- to decide on and issue a response to a local land charges search
- to advise applicants and the public on all queries relating to local land charges including dealing with personal searches
- to maintain the local land charges registers and associated databases
### About you

#### Your essential skills, knowledge and experience
- 1 years experience in administration
- use of MS Word, Excel
- use of IT systems
- excellent interpersonal and communication skills
- ability to work under pressure and to tight deadlines
- keen to be part of a shared service and to contribute to new ways of working and new initiatives
- keen to work to quality standards and to achieve team performance targets

#### Your essential qualifications
- full driving licence and use of a vehicle insured for business purposes
- 5 GCSEs grades A-C or equivalent level of qualification or relevant experience

#### Your style and behaviours

Your approach at work needs to mirror our vision and values which are detailed below. In particular for this role, the following points are essential:
- enthusiastic and self motivated
- methodical and well organised
- strong customer focus
- positive ‘can do’ attitude and ability to use initiative
- flexible and positive
- displays accountability and responsibility
- results driven and able to meet tight deadlines
- approachable and good team player
- collaborative and inclusive
- professional in all circumstances
- ability to act corporately in all circumstances
About us

Our vision and values are important to the councils and we expect you to support them and embed them in the way we work.

Our vision
We are seen as being customer-focussed, approachable and business-like. We are honest and open and are renowned for providing high quality cost effective services.

Our values
- We act with integrity and show respect
- We are all accountable
- We are passionate about our business
- We strive for simplicity
- We love success

The benefits we offer

- A basic 23 days annual leave per annum, rising to 28 days after five years. You also have all the bank holidays to look forward to and time off between Christmas and New Year.

- Flexible working and annualised hours – a flexible approach to work to work that our employees love!

- A final salary pension scheme which includes life insurance of three times your salary

- No car park costs as there’s ample free parking available by both sites

- A childcare voucher scheme which parents appreciate

- The opportunity to purchase a bike through Cyclescheme (cheaper than directly through a store) so that you can cycle to work!

- Various schemes to keep you healthy (reduced gym membership, free swims, contributory medical schemes, wellbeing appointments, free eye tests for DSE users, after work sports clubs and more)

- We give you two days per year to volunteer within the local community.

How to apply

Having read about our role if you have any questions please contact Liz Hayden on 01491 823705 or email liz.hayden@southandvale.gov.uk

If this job excites you please complete our online application at www.southoxon.gov.uk/ jobs. We look forward to hearing from you.