

Job Description and Person Specification

Job Description: Legal Administrator

Grade	1 – Administrators
Reporting to	Scrutiny Team Co-ordinator
Working closely with	Head of Legal and all members of the section 29 team.
Main purpose of the job	Ensuring the efficient coordination and administration of the work of the section 29 team.
Working conditions: (i.e. shift work, flexi time, overtime)	<p>The appointment is part time for 30 hours per week.</p> <p>Due to the nature of the work, occasional attendance beyond the organisation’s core working hours will be required. Flexi time is available.</p>
Key tasks and responsibilities	<p>To support the coordination and delivery of the section 29 processes through effective and efficient administration</p> <p>To categorise and enter information on to the Case Management System and other data holding systems in accordance with the agreed procedures and deadlines, checking for accuracy.</p> <p>To liaise with regulatory bodies and other third parties regarding case papers, case meetings, and appeals, and to keep track of deadlines.</p> <p>To produce statistical data for internal monitoring and for publication on our website.</p> <p>To provide administrative support for section 29 case meetings, including organisation of</p>

meetings in liaison with attendees, preparing case papers, and corresponding with internal and external parties.

To draft section 29 case meeting notes, as well as ensure its publication on our website and to carry out redactions.

Assist with maintaining policies and manuals.

To undertake other administrative tasks to facilitate the efficiency and effectiveness of the team

To carry out initial consideration of simple section 29 cases, in accordance with our guidance and processes, when required.

and any other duties that can reasonably be assigned in relation to the grade of the post.

See page 3 for the person specification.

Person Specification: Legal Administrator

	Essential	Desirable
Education, Qualifications and Training		
Special Skills / Knowledge	<p>Able to routinely produce accurate statistical data</p> <p>A team worker capable of working to deadlines under own initiative</p> <p>Ability to work under pressure and multi-task</p> <p>Confident, professional and courteous manner</p> <p>Clear/Good verbal and written communication skills</p> <p>Analytical skills</p> <p>Accuracy and attention to detail</p>	
Experience	<p>Experience of handling confidential information</p> <p>Competent using databases/case management systems</p> <p>Experience of carrying out general administrative functions, including organising meetings preparing multiple documents, drafting letters and meeting notes</p>	<p>Previous experience of working in an administrative and/or coordinator role</p> <p>An understanding of regulatory and/or complaints handling processes</p> <p>Experience of engaging with internal and/or external stakeholders</p>