



Role Description

Role: Legal Officer Post No:	Directorate: Resources Service: Legal Democratic Services and Procurement Grade: 16-19	Reports to: Senior Litigation Lawyer Supervises: None
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Primary Purpose:
The provision of an effective administrative support service to the Legal Democratic Services and Procurement Team

Outcome	Delivered Through
Protection of Merseytravel's interests, income and reputation.	<ul style="list-style-type: none"> • Assist in providing an efficient and effective debt recovery service and prosecutions service on behalf of the Organisation. • Processing of litigation case work in respect of ticket and tunnels prosecutions. • Input and maintenance of all databases in team. • Provide administrative support to the Legal, Democratic Services and Procurement team • Assist Senior Legal Information Officer in relation to FOI and Data Protection requests. • Assist Procurement Officers to prepare any documentation required. • Provide diary management to Chief Legal Officer and other officers.
Continuous improvement of services	<ul style="list-style-type: none"> • Promote a culture of continuous improvement. • Monitor and review your service and the way in which it is delivered. • Challenge the status quo. • Share good practice. • Fully utilise available skills to improve service delivery.

Outcome	Delivered Through
Services and workplace which are open and accessible to all members of the community	<ul style="list-style-type: none"> • Demonstrate an appropriate level of knowledge of equality legislation and an appreciation of how it affects each client department and the implications it has for the organisation as a whole. • Promote equality and diversity in and through your service area. • Monitor services for equality implications.
Resources are used efficiently and effectively to deliver objective	<ul style="list-style-type: none"> • Time management, working to deadlines and prioritisation of workload. • Provision of efficient support to team. • Effective planning, organising and coordinating. • Resource management. • Management of risk.
Satisfied customers	<ul style="list-style-type: none"> • Putting customers (internal and external) at the heart of everything you do. • Anticipate and exceed client department/customer needs and expectations. • Adapt your approach to recognise the diverse needs of the client department and customers.
IT which supports objectives and enhances service delivery	<ul style="list-style-type: none"> • Ensure that IT is at the heart of Legal, Democratic Services and Procurement activities. • Demonstrate an appropriate level of expertise in IT to perform your role and deliver objectives. • Identify and make use of IT to improve performance and efficiency. • Utilisation of a legal case management system, democratic services management system and the Organisation's Procurement portal.
Success through commercial awareness	<ul style="list-style-type: none"> • Demonstrate an understanding of Merseytravel's business and overarching strategy. • Keep up to date with developments relevant to Legal Democratic Services and Procurement and the client departments/stakeholders. • Commercial awareness.
A high performing team	<ul style="list-style-type: none"> • Developing systems to deliver effective and efficient administrative support. • Developing through relevant training.

Outcome	Delivered Through
	<ul style="list-style-type: none">• Communicating with and engaging with the team.• Recognising the need for flexibility.

Experience, Qualifications, Behaviours, Skills and Knowledge

Experience:

- Knowledge and/or experience in the use of electronic case management systems.
- ICT literate including the use of Microsoft Office.
 - Previous office administration experience

Qualifications:

- With minimum 4 GCSEs or equivalent.

Behaviours:

- Willingness to learn and develop in other areas.
- Enthusiasm and determination to deliver results.

Skills:

- Interpersonal, negotiating, organisational and presentation skills.
- Drafting skills with attention to detail.
- A pro-active approach to work under own initiative with minimal supervision and a varying workload.
- Ability to work to deadlines.
- Ability to communicate with suppliers, third party solicitors, court officials, private investigators, debtors, police and staff at all levels in an appropriate manner.
- Ability to work in a team and upon own initiative/motivation.
- To work flexibility in the interests of the service.