



Job Pack

Legal Administrator

Thank you for your interest in working at Citizens Advice Leeds. In this job pack you will find information about:

- Citizens Advice Leeds
- The national Citizens Advice service
- The job description/person specification and the team the role is within
- Benefits of working for Citizens Advice Leeds
- Our approach to equality and diversity
- The application process

Timescale for applications:

- Closing date: 10am Wednesday 29th May 2024
- Interviews: 3rd June 2024 Onwards

Applications received after this time and date will not be considered. Please also note that CV's are not accepted as part of the application process.

- Due to high levels of interest in our roles, we are unable to respond individually to applicants who are not invited to interview. If you do not hear from us by 10th June, you should assume you are not being invited to interview on this occasion.

Applications should be sent to:

jobs@citizensadviceleeds.org.uk



Citizens Advice Leeds

Citizens Advice Leeds is a local charity working for a fairer society where people are free from the effects of poverty and injustice. We help individuals, families and communities by:

- Empowering people to exercise their legal and human rights and
- Campaigning for policy solutions to prevent and combat poverty and injustice

Citizens Advice Leeds is the largest provider of free and independent advice in the city, helping 30,000 people a year through telephone, online and face-to-face services delivered at over 20 locations citywide. We have around 60 employees and 40 volunteers at any time.

Our commitment to access and quality means that:

- We consistently achieve good and excellent scores in quality of advice assessments.
- We provide access to justice for people most at risk of social and financial exclusion, e.g.
 - o We deliver advice sessions in mental health services, GP surgeries, and children's centres and provide free access to interpreters;
 - o 32% of our clients are from racially minoritised groups;
 - o 49% of our clients have a disability or long term health condition.
- We consistently demonstrate standards of excellence across all areas of governance, management, equalities and operational management.



Citizens Advice

Citizens Advice Leeds is one of nearly 300 local organisations who are members of Citizens Advice. Citizens Advice is a national charity with a variety of responsibilities including:

- Regulating quality standards in the Citizens Advice service and supporting local citizens advice offices
- Advocating policy change based on evidence gathered from the service
- Managing the consumer advice service

The role

Job title	Legal Administrator
Location	Leeds/Hybrid
Salary	NJC Scale points 12-17 (£26,421- £28,770p.a)
Hours	21 hours per week
Reports to	Senior Solicitor

Based within our Legal Advice Team you will play a key role providing administrative support for our solicitors and caseworkers, as well as working with clients and empowering them to take action. You will support the team in meeting Legal Aid Agency requirements and will be responsible for dealing with referrals for Legal Aid, completing financial assessments, and explaining the process. You will ensure a smooth journey for clients and support the Legal Advice Team by answering telephone calls, dealing with correspondence, and arranging appointments. You will maintain accurate records to ensure that files can be submitted to the Legal Aid Agency for billing in a timely manner.

You will have strong organisation and administration skills, and experience of working with a wide range of customers, clients and contacts in a busy service, producing accurate work and meeting deadlines.

Flexibility and a positive approach to work are important attributes required for this role. Strong oral communication skills are essential as is the ability to listen, engage and empathise with potentially vulnerable clients.

Job description & person specification

Main purpose and scope of job

This role involves working with and supporting our Legal Advice Team. The post holder will provide effective, efficient and high quality admin support for the solicitors and caseworkers to ensure positive outcomes for clients including:

- o responding to enquiries from clients and third parties
- o providing information to clients
- o assessing clients' eligibility for legal aid and completing forms
- o inputting client data into a case management system
- o booking appointments
- o administrative tasks

Service delivery

- 1.** Act as the primary point of contact for the Legal Advice Team, on the telephone, face to face, or by digital channels as required.
- 2.** Book appointments for the Legal Advice Team, including associated tasks such as allocating rooms and sending appointment reminders.
- 3.** Monitor and record all correspondence, and prepare and send outgoing mail for the Legal Advice Team by post and email.
- 4.** Scan documents, type notes and correspondence, take photocopies, and prepare and maintain paper and electronic filing systems.
- 5.** Maintain and update client records in online case management systems, including AdvicePro and the Legal Aid Agency's CCMS system.
- 6.** Carry out initial checks, including eligibility for Legal Aid and conflict of interest, with clients.
- 7.** Explain the scope of the service to clients, including the requirements of the Legal Aid Agency, and to assist them to complete forms and provide evidence of income and capital.
- 8.** Prepare standard documents and court forms, hearing bundles, and routine correspondence to clients and third parties.
- 9.** Record disbursements and expenses relating to legal aid work and liaise with the Finance Team and law costs draughtsmen as appropriate, to ensure that invoices are paid promptly.
- 10.** Ensure that time recording is accurate on client files for Legal Aid work.
- 11.** Carry out file checks upon case closure to ensure that all necessary information is in order prior to billing.
- 12.** Bill and track income for all legal aid work, including accurate and regular bulk uploads to the Legal Aid Agency systems.
- 13.** Attend regular meetings with the Legal Advice Team, take notes and circulate minutes.
- 14.** Keep accurate records and files, both paper and electronic, in accordance with information assurance policies.
- 15.** Ensure that all client contact is undertaken in accordance with Citizens Advice Leeds policies and procedures, Citizens Advice membership standards, the relevant quality standards and the Legal Aid Agency as required.
- 16.** Signpost or refer clients to other services and organisations as appropriate.
- 17.** Ensure the service is provided in accordance with contractual requirements and meets the agreed targets.

- 18. Work co-operatively with other (paid and volunteer) staff at Citizens Advice Leeds, to develop good relationships and raise awareness of the service.
- 19. Use IT for case recording, document production, promotional materials, statistical recording and other information required for reports on the service.

Professional Development

- 1. Develop and maintain Citizens Advice competencies relevant to the role.
- 2. Keep up to date with legislation, policies and procedures relevant to the role, particularly relating to legal aid, and attend appropriate training.
- 3. Attend relevant internal and external meetings as agreed with your supervisor.
- 4. Prepare for and attend supervision sessions.

Other duties and responsibilities

- 1. Contribute to the monitoring and evaluation of the service
- 2. Promote the aims and principles of the Citizens Advice service.
- 3. Abide by and assist in the implementation of organisation policies and procedures including Health and Safety, IT, information assurance and equalities and diversity policies.
- 4. Present a professional appearance, help maintain an orderly working environment and act at all times to uphold the good reputation of Citizens Advice Leeds.
- 5. Carry out any other tasks that may be within the scope of the post to ensure the effective delivery and development of the service.

PERSON SPECIFICATION	Legal Administrator	
	Essential	Desirable
1. At least 2 year’s experience of providing administrative support in an office environment	✓	
2. Proven ability to design and implement administrative systems and procedures, and to review and improve processes.	✓	
3. Strong interpersonal skills, and the ability to communicate effectively with a wide range of clients, colleagues and external contacts.	✓	
4. Proven ability and willingness to meet appropriate targets, including organisational objectives and funder targets.	✓	
5. Excellent IT skills with a thorough knowledge of Google Workspace/Microsoft 365 applications, or similar,	✓	

including experience of using case management systems to carry out daily duties		
6. Ability to produce accurate work under pressure to meet deadlines, and demonstrate strong organisational skills in managing competing priorities.	✓	
7. Excellent decision making and problem solving skills, and a proactive approach.	✓	
8. Strong literacy and numeracy skills relevant to the role.	✓	
9. Positive approach to working in a team and contributing to wider organisation goals.	✓	
10. Ability to work flexibly to meet service targets and to participate in a rota to cover delivery (8am-6pm).	✓	
11. Ability and willingness to travel for business purposes including, training and other events as required.	✓	
12. Positive approach to personal development and the updating of skills and knowledge.	✓	
13. Professional work ethic: honest, conscientious, self-motivated and reliable.	✓	
14. Demonstrable commitment to Citizens Advice Leeds' values of fairness, equality and social justice.	✓	
15. Experience of producing invoices and keeping financial records.		✓
16. A legal secretary qualification, such as ILSPA or CILEx, or previous administrative or secretarial experience in a legal setting.		✓
17. Have a high accurate typing speed and experience of typing up dictated notes.		✓

Benefits of working for Citizens Advice Leeds

Citizens Advice Leeds offers a competitive remuneration package with additional benefits that support a positive work-life balance:

- Full-time hours are 35 per week with a flexible working policy
- Defined contribution pension scheme
- Employee assistance programme with access to 24/7 telephone support
- Annual leave entitlement starting at 25 days p.a. (plus bank holidays) and increasing with long service
- Incremental pay awards
- We are a Disability Confident Employer and a Mindful Employer
- City centre location with good transport links

Our commitment to equality and diversity

Citizens Advice Leeds is committed to providing a supportive and inclusive culture for our employees, volunteers, service users and other stakeholders.

We recognise the positive value of diversity, promoting equality and fairness, and challenging discrimination. We value the benefits of having a diverse workforce and will take steps to recruit from the widest pool of qualified candidates practicable, ensuring that employment opportunities are open and accessible to all on the basis of their individual qualities and personal merit.

Citizens Advice Leeds is a Disability Confident Employer and a Mindful Employer and we are committed to showing a positive and enabling attitude to employees and job applicants with disabilities or mental health issues and our employee policies and benefits support that commitment.



The application process

- You will find details about our vacancies and how to apply on our website www.citizensadviceleeds.org.uk on the *Working for us* page. On this page you can download:
 - Job descriptions for current vacancies
 - Guidance on how to apply
 - Application form
 - Diversity monitoring form
- When you have filled in the application form please email it to us at jobs@citizensadviceleeds.org.uk
- You can also send your completed diversity monitoring form to jobs@citizensadviceleeds.org.uk .
- If you are shortlisted for a role we will contact you to invite you to an interview. Interviews are carried out by a panel of 2-3 people and are usually face-to-face. Interviews may be carried out online if necessary.
- We may also ask you to undertake an exercise as part of the assessment process. This could include providing answers to case studies for advice roles, making a presentation for a management role, or other appropriate activity.
- Following the interview process you will be contacted to inform you if we are making an employment offer or not. This verbal offer will be followed by a written confirmation subject to the receipt of satisfactory references and completion of ID and other checks as required for the role.
- Verbal feedback will be offered to candidates who are unsuccessful at the interview but we do not provide written feedback.

Application form

Complete the application form and return it by post or email no later than the closing date referred to in the advert. If you return your application via email there is no requirement to send a hard copy in the post.

CVs will not be accepted as a substitute for the application form, unless specifically stated in the advert.

The application form plays a key part in our recruitment and selection process. We use the information you provide about your skills, experience, career and education history to decide whether or not to invite you for an interview. It is important that you complete the application form as fully and accurately as possible, ensuring that you give specific examples which demonstrate how you meet the criteria for the role for which you are applying.

Please provide one example for each criterion. Choose examples of past experience that clearly demonstrate what we are looking for, and be precise about what you did, how you did it and the outcome or result of your actions. Provide recent work examples wherever possible but examples from other aspects of your life such as voluntary work, school or college experiences, can also be given.

Disability Confident Employer

As an organisation that values equality, fairness and diversity, Citizens Advice Leeds encourages applications from candidates from all backgrounds. We are a Disability Confident Employer and signatories to the Mindful Employer Charter.

We commit to invite to interview all disabled applicants who meet the minimum (essential) criteria for the role. To opt into this scheme, please tick the relevant box on the application form. The essential criteria for the role are shown in the person specification. Please let us know if you have any access or adjustment needs as part of the recruitment process.

If you are invited to an interview we will ask you about any access needs or adjustments to the interview/assessment process that you may need. Please be assured we will be supportive in discussing reasonable adjustments with you at any stage of the recruitment process, although we cannot guarantee to be able to meet all requests.

Shortlisting outcomes

Shortlisted applicants will be invited for an interview. Some positions may require additional assessments (practical task/test or assessment centre) and information on this will be provided if you are invited to interview.

Entitlement to work in the UK

A job offer will be subject to confirmation that you are permitted to work in the UK in accordance with the provisions of the Asylum and Immigration Act 1996. If you are invited to an interview you will be asked to provide evidence of your entitlement to work in the UK at that time.

Diversity Monitoring

Citizens Advice Leeds encourages and welcomes applications from suitably skilled candidates from all backgrounds. Monitoring recruitment and selection procedures is one way of helping us to ensure that there is no unfair discrimination in the way that we recruit people. To do this we need to know about the diversity profile of people who apply for posts at Citizens Advice Leeds. This information is given in confidence for monitoring purposes only and is not seen by anyone responsible for making recruitment decisions. However, if you would prefer not to answer any of the questions we ask, please leave them blank.

References

All job offers are subject to the receipt of two satisfactory references. One should be from your current or most recent employer (or your course tutor if you have just left education). The other should be someone who knows you in a work related, voluntary or academic capacity. Both referees should be able to comment on your suitability for the role. References will only be taken up for successful candidates following interview.

Criminal convictions

Anyone who applies to work within Citizens Advice Leeds will be asked to disclose details of unspent convictions during the recruitment process.

Having a criminal record will not necessarily bar you from working for Citizens Advice Leeds but we are not able to employ anyone with a conviction for a sexual offence against a child or vulnerable adult regardless of when the offence took place. All other convictions will be considered on an individual basis.

Disclosure and Barring Service (DBS) disclosures are only requested where proportionate and relevant to the post concerned. If the post for which you are applying requires a DBS disclosure, this will be noted in the application pack.