

## **POST OUTLINE - Childcare Legal Officer**

**Grade:** 4

**Date created:** April 2026

### **About the Job:**

A Childcare Legal Officer within Legal Services Lincolnshire is expected to provide high quality, responsive and cost-effective legal support to Lawyers within the Childcare Legal team, who deliver services to our main client, Children's Services Directorate, Lincolnshire County Council.

The nature of the work is often fast paced and requires the ability to think on your feet. As the Local Authority are usually the Applicant in court proceedings you will need to demonstrate confidence in your ability to offer high quality administrative support to drive cases to resolution and comply with strict timetables.

The successful candidate will be required to be flexible, customer focused, a team player and able to apply skills innovatively and proactively. Good levels of IT ability and confidence are essential.

### **It is essential that:-**

- You have at least 2-3 years of relevant experience as a legal officer/ legal secretary or paralegal,
- You have a level of understanding of child protection law.
- You are able to communicate clearly and appropriately, both verbally and in writing, at all levels.
- You have an ability to provide support to colleagues in a positive way.
- You have interpersonal skills to operate with sensitivity and diplomacy.
- You are able to demonstrate good literacy, IT skills, good communication skills and legal drafting ability.

Previous experience of local government is desirable, but not essential.

### **Specific duties include:**

- preparation of court documents, including court forms/applications and statements;
- preparation of and maintaining Court Bundles in accordance with the Practice Direction;
- maintaining a high level of organisation within a case management system;
- providing general assistance to the lawyers within the team;
- provision of pro-active and organised working standards to ensure strict adherence to Court directed timetables.
- Attendance at Court, when deemed necessary.

### **Special Conditions:**

- Ability to work flexibly and, on occasions, beyond the normal contracted hours in order to meet the business needs of the service.
- To attend the office on the team's office day and such other days as may be required to meet business need. We operate a hybrid working arrangements system.