

POST OUTLINE – Legal Officer

Grade: 4

Date created: May 2026

About the Job:

A Legal Officer within Legal Services is expected to provide high quality, responsive and cost-effective legal support to Lawyers who deliver services to Lincolnshire County Council and our other external clients.

The nature of the work is often fast paced and requires the ability to think on your feet. The role will support work within our Adults Community Care Team and other areas of Legal Services including childcare and litigation.

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 are required.

It is essential that: -

- You have at least 2-3 years of relevant experience as a legal officer/ legal secretary or paralegal.
- You have some understanding of social care law
- You can 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 can 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 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.

