

JOB DESCRIPTION

JOB TITLE:	Legal Practice Coordinator
MANAGED BY:	Director of Legal Services (Monitoring Officer)
GRADE:	Grade 8

BACKGROUND

The West of England Combined Authority is seeking to appoint a Legal Practice Coordinator to join the Legal and Democratic Services team.

This is an exciting time to join the West of England Combined Authority. In the last year nearly three quarters of a billion pounds of new investment has been secured for the region. New plans are in place to deliver on Mayoral priorities to improve transport, skills and housing for our residents, take decisive action to tackle the climate emergency, and to support communities facing the cost-of-living crisis. There is a relentless focus on delivery to put the West of England on the map for regional, national and global success.

Led by the regional Metro Mayor, the West of England Combined Authority brings together three local councils, the Local Enterprise Partnership and works with communities, other public services, and industry to deliver for the region.

Come and help shape the future of the West of England, a place so many people are proud to call home.

THE ROLE

The Legal Practice Manager will be responsible for managing the administrative and secretarial aspects of the Legal Team. You will provide the Legal Team with:

- Administrative support
- Providing a point of contact between the wider Combined Authority Officers and Members and the Legal Team
- Managing the Legal Team's document management system (DMS)
- Monitoring the financial budget of the Legal Team.

KEY RESPONSIBILITIES

Your role will revolve around providing administrative support to the Combined Authority's Legal Team. This includes:

- Provide full secretarial and administrative support including:
 - Being the first point of contact for councillors, officers and members of the public, wishing to contact the Legal Team.
 - Managing the diaries of the Legal Team.
 - Managing correspondence, liaising with officers to ensure responses are sent within required timeframes.
 - Booking meetings and making appropriate arrangements for the Legal Team.
- Exercising judgement, initiative and discretion in sorting urgent and non-urgent correspondence, telephone calls and when dealing with items of a personal or confidential nature.
- Managing subscriptions to legal services needed by the Legal Team for the proper function of their role.
- Monitoring, and reporting on, the financial budget of the Legal Team

PERSON SPECIFICATION

ESSENTIAL (MUST HAVE)

Qualifications and Knowledge

- Qualified to degree level or equivalent relevant experience.
- Knowledge and understanding of Committee work within local government
- Excellent IT skills, including Outlook, Word and Excel.

Experience

- Experience of working with Officers, and senior Officers, within a local authority.
- Ability to manage a complex workload and to juggle and prioritise multiple tasks.
- Excellent written and verbal communication skills.
- Previous experience interacting with a DMS.

Skills and Competencies

- Excellent written and oral communication skills, with ability to communicate to different audiences including elected members and the public.
- Self-motivated and able to organise own workload to meet deadlines.
- Team-player with an enthusiastic and collaborative approach to problem solving.
- Able to build and maintain relationships with colleagues in partner organisations.
- Focus on excellent customer service.
- Ability to deal appropriately with confidential and sensitive information.

DESIRABLE

Qualifications and Knowledge

- Experience of budget and finance management within the public or private sector.
- Knowledge of the relevant legislation affecting local authorities, in particular to combined authorities.

Please note this is a politically restricted post under the Local Government and Housing Act 1989

REWARDS AND BENEFITS

Alongside a competitive salary, we offer an excellent benefits package including:

- 26/31 days annual leave plus bank holidays
- Generous Employer-Contribution Pension Scheme through the Avon Pension Fund
- Cycle to work scheme and secure bike parking
- Free eye tests for all display screen equipment (DSE) users
- Discounted monthly bus tickets
- Hybrid working to split your week between the office and home to help you achieve the best work/life balance and career goals.

We have recently moved into a new bright, airy, modern office space, with all the latest technology, under a 10-minute walk from Bristol Temple Meads Train Station. We offer flexible and hybrid working options too if you would rather work from home, or another suitable location.

As an equal opportunities employer, we invite applicants to contact us to identify any additional support they may need during the recruitment process.

WE PAY THE LIVING WAGE

We're proud to have been accredited as a Living Wage Employer

Living Wage accreditation means that everyone working at The West of England and Combined Authority receives a minimum hourly wage of £15.17 - higher than the government minimum for over 21s, currently £11.44 per hour



It also means that anyone who provides services to, or has contracts with us, must pay the Living Wage, setting the bar for good employer practices in the region. This includes those who provide services to The West of England and Combined Authority, such as cleaning and facilities management contracts, as well as those who have contracts with us - such as IT providers.

WE ARE A FOUNDING MEMBER OF THE GOOD EMPLOYMENT CHARTER

We're proud to have been accredited as a founding Member of the West of England Good Employment Charter.



The [Good Employment Charter](#) is a voluntary membership and accreditation scheme aimed to create an active network of employers within the West of England that are committed to supporting the basis of 'good work'. The Good Employment Charter is defined by seven key characteristics of good employment: recruitment, secure work, Real Living Wage, developing people, health & wellbeing, flexible work and engagement & voice.