

Job Title: Legal Assistant	Team: Legal Team
Responsible to: Legal Officer	Number of people directly managed: 0
<p>Main purpose of the job:</p> <p>To assist with and contribute to the work of the Legal Team in the provision of legal and associated services including the administration of property sales to tenants, other property and legal matters, insurance claims, document archiving and general administration</p>	
<p>Main Duties and Responsibilities:</p> <ul style="list-style-type: none"> • Assist the Legal Officer in the provision of legal and associated services • Administer the day-to-day operation of the Preserved Right to Buy, Right To Acquire and similar schemes including RTB conveyancing. • Oversee the development and operation of the legal filing and records system. • Maintain the insurance register and deal with and assist with day-to-day insurance matters. • Operate and maintain the legal filing systems and the secure document storage, including the collection and delivery of documents within Hereford if required. • Provide organisational, administrative and clerical support (including data inputting, filing, word processing, telephone, and reception) for the Legal section • Deliver efficient and timely legal, administrative and general support to the Legal Team. • Receive and deal with routine enquiries and correspondence concerning Right To Buy and other legal and associated matters, and any other matters as directed. • Maintain the Right To Buy database, CORE returns and associated data systems. • Draft legal documents including rectifications and court forms either to completion or for the Legal Officer to complete, as appropriate. • Attend representatives/advocates at court when required. • Assist in the provision of Company Secretary services (including tendering procedures) as required. • Prepare, copying, despatching, progress chasing and collation of legal, financial and other documentation as required. • Collect and prepare information relating to the Legal Team and its work. • Assist with the word-processing, customer service and general administrative work of the Legal Team. 	

Main Duties and Responsibilities:

- Establish, develop and maintain effective working relationships with all work colleagues to ensure an integrated contribution to company objectives.
- Ensure that the Equality and Diversity Framework, Health and Safety Policy, Code of Conduct and other policies (relevant to this post) are adhered to.
- Other duties commensurate with the above as required.

Working Environment/Physical Challenges (If appropriate describe to what degree the job holder is required to perform the job taking into account physical demands and/or special skills)

(N/A)

Financial Responsibility (If appropriate describe to what degree the job holder has financial responsibility in terms of the size of the budget(s) being managed)

(N/A)

Responsibility for Non Financial Assets (If appropriate describe to what degree the job holder has responsibility for non financial assets including the management, improvement and maintenance of properties, tools, equipment, confidential information/records, computer systems)

- Maintain computerised and manual records and filing systems including the legal documents and deeds filing system and the company assets inventory, allowing instant access to information while ensuring security and confidentiality.

Standard requirements attached to the job:

- (a) All individuals are expected to be flexible in undertaking the duties and responsibilities attached to their job and may be asked to perform other duties which reasonably correspond to the general character of their job and their level of responsibility.
- (b) All individuals are expected to maintain personal and professional development to meet the changing demands of the job and participate in appropriate learning and development activities.
- (c) To recognise health and safety is a responsibility of every individual, to take reasonable care of self and others and to comply with Herefordshire Housing's Health and Safety policies and any service specific procedures/rules that apply to the job.
- (d) To promote equality as part of the job and to treat everyone with fairness and dignity.
- (e) All individuals are expected to carry out their duties and responsibilities having regard to the Company's commitment to providing a customer focused service.

Please note that where the job holder is disabled every effort will be made to supply necessary aids, adaptations or equipment to allow them to carry out the duties of the job. If, however, a certain task proves to be unachievable, job redesign will be given full consideration.

Job Holder's Name: _____

Job Holder's Signature: _____

Date: _____

Manager's Name: _____

Manager's Signature: _____

Date: _____