

SOUTH DERBYSHIRE DISTRICT COUNCIL

## JOB DESCRIPTION

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**DIRECTORATE**      Law and People

**POST**                      Paralegal Apprentice (Legal and Democratic Services)

**GRADE**                      2 (£24,796)

**RESPONSIBLE TO**      Legal and Information Governance Manager

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### **JOB SUMMARY**

To support the delivery of an effective Legal and Information Governance Service by providing administrative and paralegal support and by undertaking a structured Level 3 Paralegal Apprenticeship (delivered by Datalaw Ltd), combining academic study with practical, work-based experience.

### **MAIN DUTIES AND RESPONSIBILITIES:**

To undertake vocational training and perform a range of administrative and related tasks across the following work streams provide by Legal and Democratic Services;

- Legal Services
- Information Governance

To adhere to and ensure the appropriate compliance with the Council's Health & Safety Policy.

To support, promote and comply with the Corporate Equality, Diversity and Inclusion Strategy when undertaking the duties of this post.

To respect the sensitivity and confidentiality of any information that they may have access to regarding clients/customers in adherence with the Data Protection policies of the Council.

Undertake such other duties commensurate with the experience of the postholder and the grading of the post as may be reasonably delegated from time to time.

### **SPECIFIC ACCOUNTABILITIES**

Provide administrative, filing, secretarial and clerical support to Legal and Information Governance.

Keep budget records, process orders and raise purchase orders, process invoices and other payments for the Legal & Democratic Services Division, using the Council's IT systems

Assist with Right to Buy (RTB) transactions, including: preparing standard documentation and correspondence, assisting with conveyancing processes under supervision and liaising with internal departments and external parties.

Support the preparation of legal documents, including: engrossments, agreements, notices, and applications, bundling and collation of legal documents.

Assist lawyers with case management, including: Opening, maintaining, and closing files and ensuring accurate record keeping

Undertake legal research tasks, summarising findings clearly for legal officers

Assist with preparation for hearings, transactions, or legal processes as required

Provide first-line support on basic data protection queries from Council officers, escalating where appropriate

Support the administration of SARs, including: Logging requests, Collating information from services and preparing draft responses under supervision

Assist with maintaining information governance records, including: records of processing activities

Promote good information governance practices across the organisation

Maintain record systems in relation to Contracts, Title Deeds, Leases, Mortgages, Licences and Agreements.

Organise seminars and training required to be delivered as part of the function of the Service to the Council, make bookings and arrange accommodation and travel (where necessary) for attendance by team members at Conferences/Seminars/Training and arrange internal meetings, co-ordinating room bookings, equipment hire, refreshments etc.

Receive enquiries and redirect to other team members.

Attend meetings and other functions to support other team members through organising equipment, taking notes, dealing with enquiries and other similar duties.

Undertake legal research and collate information in relation to work or projects being undertaken by the Service.

Produce management information on any aspect of the Service including gathering comparable data from other sites.

### **Learning & Development**

Actively engage with Datalaw Ltd training and assessments

Maintain a portfolio of learning and evidence

Participate in regular progress reviews with line manager and tutor

Develop knowledge of legal procedures and information governance frameworks

**Date Issued: April 2026**

**Issued by: Head of Legal and Democratic Services**