



Job title	Legal Services Administration Assistant	Job family and level	Administrative, Professional and Managerial Level 2
School/ Department	Legal Services Department	Location	University Park Campus

Purpose of role

To provide general administrative support for the Legal Services Department

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	% time per year
1	<p>Administrative support</p> <ul style="list-style-type: none"> ▪ Act as the initial point of contact for Legal Services enquiries, answering queries and referring to colleagues as appropriate ▪ Administrative support for the Legal Services HIGH Q Case Management system, be the initial triage point for case matters, consult with team to add and allocate matters, run relevant reports and monitor active / closed matters ▪ Establish good communications and regular contact with key staff in business units ▪ Undertake a broad range of general office duties when required such as producing documents, booking rooms, minute taking, filing, and providing other related assistance ▪ Assist in monitoring and purchasing of office equipment, books and stationery, maintaining the asset register and PAT testing ▪ Information gathering for FOI requests ▪ Support with financial administration; processing legal fees, raising purchase orders and processing legal invoices, recording and itemising legal spend. 	75%
2	<p>Organising and supporting events/meetings</p> <ul style="list-style-type: none"> ▪ Make arrangements for Legal Services' training events, briefings, seminars and meetings. ▪ Support colleagues in diary management. ▪ Support with and book travel arrangements. 	20%
4	<ul style="list-style-type: none"> ▪ Any other duties as appropriate to grade and role 	5 %

Person specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> ▪ High standard of written English ▪ Excellent communication skills; ability to work with staff of all levels with a highly professional approach ▪ Ability to work independently and prioritise own workload ▪ Ability to work as an effective and supportive team member ▪ A good working knowledge of MS Office and excellent computer skills ▪ Excellent organisation skills ▪ A high degree of confidentiality, respect for confidential information and an understanding of Data Protection ▪ Accuracy and attention to detail 	
Knowledge and experience	<ul style="list-style-type: none"> ▪ Experience of undertaking a broad range of administrative duties ▪ Experience of and the ability to work in a busy office environment ▪ Experience of and ability to work under pressure and meet deadlines 	<ul style="list-style-type: none"> ▪ Experience of using Legal Case Management software
Qualifications, certification and training (relevant to role)	<ul style="list-style-type: none"> ▪ 5 GCSEs (or equivalent) including Maths and English at grade C or above, in addition to relevant experience 	



The University of Nottingham is focused on embedding equality, diversity and inclusion in all that we do. As part of this, we welcome a diverse population to join our work force and therefore encourage applicants from all communities, particularly those with protected characteristics under the Equality Act 2010.

Expectations and behaviours

The University has developed a clear set of core expectations and behaviours that our people should be demonstrating in their work, and as ambassadors of the University's strategy, vision and values. The following are essential to the role:

- Valuing people** Is always equitable and fair and works with integrity. Proactively looks for ways to develop the team and is comfortable providing clarity by explaining the rationale behind decisions.
- Taking ownership** Is highly self-aware, looking for ways to improve, both taking on board and offering constructive feedback. Inspires others to take accountability for their own areas.
- Forward thinking** Driven to question the status quo and explore new ideas, supporting the team to "lead the way" in terms of know-how and learning.
- Professional pride** Sets the bar high with quality systems and control measures in place. Demands high standards of others identifying and addressing any gaps to enhance the overall performance.
- Always inclusive** Ensures accessibility to the wider community, actively encouraging inclusion and seeking to involve others. Ensures others always consider the wider context when sharing information making full use of networks and connections.

Key relationships with others

