



## PERSON SPECIFICATION

### SOLICITOR / LAWYER

	Essential	Desirable	How this will be measured
<b>Qualifications required</b>	<p>Minimum second class Honours Degree in Law or equivalent academic qualification.</p> <p>Qualified solicitor or equivalent</p>		Evidence of qualifications to be provided at interview
<b>Skills / competencies required</b>	<p>Competent <b>legal professional skills</b> with developed in drafting, advocacy and oral presentation, dispute resolution and negotiation, case management and interviewing and advising clients.</p> <p>Demonstrable <b>competence in legal matters associated to the District Council's functions</b>, which may include drafting planning agreements, planning enforcement notices, listed building notices, section 215 notices, contracts, pleadings together with litigation and advocacy skills for appearance in the Magistrates' Courts, County Courts, appeals and other tribunals.</p>		Application / interview

<b>Knowledge required</b>	<b>Good general knowledge of local government law</b> and practice for England and Wales with specific theoretical and practical knowledge of local government related areas of law such as planning, contract, environmental health, employment.		Application / interview
<b>Experience required</b>	<p>Experience of <b>dealing with complex legal matters</b> which may require an immediate response and lengthy cases which will extend over long periods.</p> <p>Experience of <b>managing own caseload</b> and working with minimum supervision.</p> <p>Experience of providing <b>accurate legal advice</b> (whether verbally or in writing) at short notice such advising in a committee or on a matter of urgency.</p> <p>Experience on all <b>routine casework relating to local government legal work</b> (or relevant experience that exhibits transferable skills to pick up this area of work)</p> <p>Experience of <b>interpreting</b> legislation, case law, procedure rules, guidance codes of practice, policies and constitutional arrangements.</p> <p><b>Advising</b> other department on legal updates through written advice or internal training sessions.</p>	<p>Advising Members in Committee</p> <p>Management of staff including experience of allocating suitable work and supervising junior officers.</p> <p>Allocation of tasks to other service areas to achieve cross departmental projects or case work.</p>	Application / Interview
<b>Personal qualities</b>	<p>Understanding of the national and local <b>political environment</b>.</p> <p>High level ability to carry out <b>detailed analysis and research</b> on legislation, case law, guidance, procedures and constitutional arrangements.</p>	Looks for and suggests innovative methods to improve working practices to maintain a high quality efficient legal service.	Application / Interview

	<p>High level ability to <b>assess and manage and mitigate risk</b> the Council, by making informed decisions and escalating matters where appropriate.</p> <p>Prioritises matters and <b>manages time effectively</b> to meet statutory and/or client service standards.</p> <p>Ability to <b>provide clear, accurate and relevant information in an effective manner</b>. Written communication to include but not limited to drafting notices, court documentation, instructions to barristers, advice notes and reports. Verbal communication to include but not limited to advocacy at courts and tribunals, appeal hearings, committees, and client meetings.</p> <p>Ability to build <b>effective working relationships</b> with officers, elected members and external partners.</p>	<p>Assist colleagues with their development through sharing best practice, procedure, legislative and case law updates.</p>	
<b>Other requirements</b>	<p><b>Keyboard skills</b></p> <p><b>Driving licence and access to a vehicle</b></p> <p><b>Flexible</b> approach to working hours in accordance with responsibilities of the job. For instance to accommodate urgent deadlines and court/tribunal appearances.</p> <p>Ensuring documents which may include personal, confidential and commercially or politically sensitive data (such as deeds, orders, contracts, agreements,</p>		<p>Application / Interview</p>

	committee reports and legal files) are securely managed and stored in compliance with <b>data protection</b> legislation and internal protocols.		
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