

## SOLICITOR/BARRISTER – LEGAL SERVICES

### Part A

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

#### Essential

- Admitted solicitor/barrister
- Knowledge of **two or more** of the following areas:
  - Public procurement & the application of the Public Contracts Regulations 2015;
  - IT, construction or commercial contracts;
  - Grant Funding, Joint Venture Agreements or Partnership/multi-agency agreements;
  - General Data Protection Regulation 2016 / Data Protection Act 2018 (DPA) and Freedom of Information;
  - General Public Law and Governance.
  - Education / Academy Transfers; and / or
  - Employment
- Experience in the use of ICT (familiar with Word, Outlook and legal research websites)
- Ability to communicate effectively (in writing and orally) with a diverse range of people
- Ability to advise officers and councillors at all levels
- Ability to review and draft relevant legal documents e.g. contracts, grant agreements;
- Willingness to be flexible to changing demands and area of work / deadlines

#### Desirable

- Recent experience in a local authority legal department.
- Recent experience of projects, procurement and / or funding, construction or other commercial agreements
- Experience of advising on GDPR / Data Protection matters

### Part B

The following criteria will be explored at the interview stage:

- Knowledge and experience of the work of a local authority commercial and procurement team: procurement; commercial, construction, partnering, grant or other agreement forms;
- Knowledge and experience of associated areas such as Data Protection; employment; governance and decision-making processes;
- Ability to communicate and reason verbally
- Approach to working as part of a team
- Approach to problem solving and working to deadlines.
- Approach to equalities