

Person Specification

Legal Services Assistant Lawyer

Part A

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

Essential

- Appropriate Legal Qualification (Law Degree, LPC or CILEx Qualification)
- Recent experience working in civil litigation
- Experience in the use of ICT (familiar with Word, Outlook and legal research websites)
- Ability to work alone or collaboratively
- Ability to advise officers and councillors
- Experience preparing and presenting cases in Court
- Ability to draft relevant legal documents: statements, draft orders etc.

Desirable

- Experience of housing disrepair or a high volume of civil cases
- Recent experience in a local authority legal department.

Part B

The following criteria will be explored at the interview stage:

- Knowledge of civil litigation and housing disrepair law
- Ability to communicate and reason verbally
- Presentation skills
- Approach to equalities