

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
- Recent experience working in housing law particularly managing disrepair claims
- 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 civil litigation of high number of cases
- Recent experience in a local authority legal department.

Part B

The following criteria will be explored at the interview stage:

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