# **PERSON SPECIFICATION: ADULT SERVICES SOLICITORS POST REFERENCE: 107657**

**HARTLEPOOL BOROUGH COUNCIL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS. IF THIS POST IS SUBJECT TO SAFER RECRUITMENT MEASURES THEN A DISCLOSURE AND BARRING SERVICE (DBS) CHECK WILL BE REQUIRED.**

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| REQUIREMENTS | ESSENTIAL CRITERIA Please indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R) | DESIRABLE CRITERIA Please indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R) |
| * **Educational/vocational/ occupational qualifications and/or training** * **Specific qualifications (or equivalents)** | * Admitted as a Solicitor, (holding an unconditional Practising Certificate) or as a Barrister. (F) | * Degree in Law or related area. (F) |
| * **Work or other relevant experience** | * The protection of vulnerable adults and related matters. (F) * Experience of working in a multi-disciplinary team. (F) | * Experience of working in domestic/family and related cases. (F) * Working knowledge of the law and practice relating to social services, including adult social care and related issues. (F) (I) * Experience in a management/supervisory capacity including allocating work and quality management. (F) |
| **ESSENTIAL/DESIRABLE CRITERIA WILL BE VERIFIED BY: F = FORM I = INTERVIEW T = TEST(S) R = REFERENCE(S)** | | |

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| REQUIREMENTS | ESSENTIAL CRITERIA Please indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R) | DESIRABLE CRITERIA Please indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R) | |
| * **Skills, abilities, knowledge and competencies** | * Influencing (I):-   - Rational persuasion  - Responsiveness   * Human Resources (I):   - Positive Regard  - Managing group processes  - Self Assessment  - Networking   * Leadership (I):   - Positive self image  - Logical thought  - Conceptualisation  - Initiative   * Self Managing (I):   - Stamina and adaptability  - Transferral learning  - Restraint  - Complete finisher   * Planning & Implementation (I): * Efficiency * Proactivity & development * Concern for standards * Good communication skills * Results * Understanding of government legislation relating to adult social care and related proceedings. (I) * Understanding of Local Government including corporate governance, performance management and related areas. (I) | * To be able to deliver a quality legal service through the provision of timely, accurate and sound legal advice. (I) * To be able to positively influence and contribute to the development of the Council’s Legal Services. (I) * To develop and promote working practices with other key stakeholders, including partnering, for the benefit of the Legal Services Division. (I) * To assist and engage in the training and development of junior members of staff and the general monitoring of team members. (I) | |
| * + **General competencies** | * To be able to develop and implement systems to assist the development of the Legal Services Division. (I) * To be able to offer professional support to team members and be able to advise members and officers of the authority. (I) * Organisational competence (I) * Time management (I) * Being a ‘Team Player’ (I) |  | |
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Please note all appointments within Hartlepool Borough Council are subject to a declaration of medical fitness by the Council’s Occupational Health Service (having made reasonable adjustments in line with the Equality Act (2010) where necessary.