

Legal Officer

Person Specification

We will use these criteria to assess your suitability for the job.

Essential

1. Experience in the use of ICT (preferably Word, Outlook and legal research websites).
2. Professional skills – drafting, research, advising.
3. Attention to detail
4. Ability to communicate and reason in writing.
5. Logical reasoning skills.
6. ILEX “level 2” qualification or law degree or non-law degree and post-graduate law qualification or relevant experience in a legal environment.

Desirable

1. Previous experience in a local authority legal department.
2. Some knowledge of local government housing law and practice.
3. Some knowledge of court procedures and/or regulatory law.
4. Professional skills – negotiation and interviewing.

Additional Requirements

- Occupational health clearance.

- Willingness to be reasonably flexible to changing demands of work and deadlines.
- Commitment to equal opportunities.

Our Values

Do you share our values of **proud**, **fair**, and **ambitious**?