

PERSON SPECIFICATION

Job Title: Lawyer (1)	Post No:	Grade: HC09 - HC10 Career Grade Dependant on core competencies and / or PQE
Directorate: Governance and Legal Services	Division/ Department: Legal Services	Section/ Location: Plough Lane

All candidates will be considered on their ability to meet the requirements of the person specification	Requirements	Method of Assessment*
Experience	<p>Knowledge of local government and public sector law</p> <p>Experience of drafting complex legal documents.</p> <p>Ability to prioritise casework and to have confidence to challenge and/or escalate cases as necessary.</p> <p>Experience of legal practice handling casework files</p> <p>Experience of solving legal problems creatively applying untested legal principles where appropriate</p> <p>Experience of drafting complex documentation.</p> <p>Experience of giving difficult and challenging legal advice to senior management</p> <p>Experience of handling own caseload and working unsupervised.</p> <p>Knowledge of identifying when the use of Counsel is required and the ability to draft instructions, providing a contract monitoring</p>	AF/I

	<p>function as the intelligent client on behalf of the local authority.</p> <p>Proven experience of communicating with other agencies in a clear and concise manner</p>	
<p>Skills and Abilities <i>Including personal attributes. Consider if project management skills are needed.</i></p>	<p>Able to recognise and manage budgetary impact on the Local Authority in respect of use of Counsel.</p> <p>Able to recognise cases involving exceptional risk to the Council's reputation or finances and act accordingly. Risk assessing strategic impact for the local authority and providing legal risk mitigation.</p> <p>Ability and confidence to deal with emergency safeguarding situations and see these through to their conclusions.</p> <p>Evidence of persuasion and negotiation at a senior level.</p> <p>Well organised to prioritise and manage a large and complex caseload.</p> <p>Advocacy skills.</p> <p>Able to work with a cross directorate/functional team, with good negotiation and team working skills.</p> <p>The ability to form effective working relationships with officers and Members.</p> <p>The ability to develop new policy procedures.</p> <p>The ability to provide innovative solutions to complex procedural and legal issues.</p> <p>The ability, confidence and bearing to advise committee meetings at a strategic level.</p> <p>The ability to take an active role in both the development and coaching of new staff in the service.</p> <p>The ability to work with minimum supervision.</p> <p>Able to give urgent advice in highly sensitive and pressured situations without referral to senior officer.</p> <p>Able to work quickly and accurately under pressure.</p>	<p>AF/I/P</p>

	<p>Able to learn and master new areas of law and legal practice quickly.</p> <p>Able to follow and work to standard office procedures.</p>	
Qualifications and Training	<p>HC9 Newly qualified Solicitor/ NQ CILEX Lawyer / NQ Barrister or qualified solicitor/CILEX lawyer/barrister</p> <p>HC10 Minimum 3 years PQE solicitor/CILEX lawyer/barrister and / or achievement of core competencies</p>	AF
<p>Other Factors <i>Eg. ability to work shifts, physical requirements (with adaptations where appropriate), ability to drive or to travel around the county</i></p>	<p>Commitment to council's ethos of equality and inclusion</p> <p>Commitment to delivering high quality work to short time-scales.</p> <p>Positive attitude, drive, adaptability and self-motivation.</p> <p>Understanding of the importance and commitment to maintaining the confidentiality of information.</p> <p>Must be able to remain emotionally detached.</p> <p>To respond to emergency safeguarding cases out of hours as part of an on-call rota</p>	I

*Method of Assessment: AF = Application Form; I = Interview; P= Presentation

Line Manager Name:	Date:
Kate Charlton	February 2021
Date person spec last reviewed:	
August 2022	