**PERSON SPECIFICATION PRO FORMA**

Post: Senior Legal Assistant Post No. 016773

Department: Corporate Legal Services Division: Litigation and Regulatory team

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| Personal Attributes Required(considerations) | Essential (E)OrDesirable (D) | Method of Assessment(suggested) |
| **QUALIFICATIONS/TRAINING**Legal qualification such as CILEX or law degree and / or experience of working in a legal practice | E | AF / I |
| **EXPERIENCE**Experience of drafting statutory notices, orders and other legal documentation, in particular relating to enforced sales Experience of working as part of a team, to assist others with administrative and professional work, to achieve team objectives and adhere to court imposed timetablesExperience of working in local governmentExperience of advocacy | EEDD | AF / IAF / IAF / IAF / I |
| **SKILLS/KNOWLEDGE/APTITUDES**Ability to have the care and conduct of more routine legal cases with limited supervisionExperience of working to deadlines, prioritising work and working under pressureAbility to communicate effectively, both orally and in writing, with various professions.Ability to work on your own initiative Ability and willingness to implement performance and practice managementstandards Able to be pro-active and innovative to provide solutions to client problemsExcellent communication skillsAble to use standard IT packages and systems | EEEEEEEE | AF / IAF / IAF / IAF / IAF / IAF / IAF / IAF / I |
| **SPECIAL REQUIREMENTS**Ability to travel independently over a wide geographical areaPrepared to work flexible working hours, including attendance at evening meetings and to attend meetings and hearings throughout the Borough and outside the BoroughPrepared to relocate to offices within the Borough, if required to do so |  E E E | AF / IAF / IAF / I |

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| Prepared by: Richard Clegg | AF | = Application Form |
|  | I | = Interview |
| Date: July 19 | T | = Test |
|  | P | = Presentation |