**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)  Or  Desirable (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 timetables  Experience of working in local government  Experience of advocacy | E  E  D  D | AF / I  AF / I  AF / I  AF / I |
| **SKILLS/KNOWLEDGE/APTITUDES**  Ability to have the care and conduct of more routine legal cases with limited supervision  Experience of working to deadlines, prioritising work and working under pressure  Ability 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 management  standards  Able to be pro-active and innovative to provide solutions to client problems  Excellent communication skills  Able to use standard IT packages and systems | E  E  E  E  E  E  E  E | AF / I  AF / I  AF / I  AF / I  AF / I  AF / I  AF / I  AF / I |
| **SPECIAL REQUIREMENTS**  Ability to travel independently over a wide geographical area  Prepared to work flexible working hours, including attendance at evening meetings and to attend meetings and hearings throughout the Borough and outside the Borough  Prepared to relocate to offices within the Borough, if required to do so | E  E  E | AF / I  AF / I  AF / I |

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