**ERSON SPECIFICATION**

**Post**: Lawyer **Post No**.

**Department**: Regulation & Compliance, Corporate Legal Services

**Division**: Litigation and Regulatory Team

|  |  |  |
| --- | --- | --- |
| Personal Attributes Required | Essential (E)  Or  Desirable (D) | Method of Assessment |
| **QUALIFICATIONS/TRAINING**  Qualified solicitor, barrister or CFILEX | E | Certificate |
| **EXPERIENCE**  Demonstrable post qualification experience of advising on some of these areas of law ;  -Debt recovery  -Civil litigation  -Trusts/probate  -  Experience of The Care Act 2014 legislation.  Experience of advocacy and court work  Provision of training on legal issues | E        D  D  D | AF/I  AF/I |

|  |  |  |
| --- | --- | --- |
| **SKILLS/KNOWLEDGE/APTITUDES**  Able to have the care and conduct of a caseload with limited supervision  Able to advise in practice areas with limited supervision  Ability to prioritise own work to ensure both individual and team objectives/ deadlines are met  Team player with the ability to develop productive working relationships that command respect, trust and confidence  Good level of analytical legal skills, including interpretation and application of case law and legislation  Able to provide advice and assistance to officers at all levels within the Council and to elected members  Able to be pro-active and innovative to provide solutions to client problems  Excellent communication skills  Able to work under pressure and meet deadlines  Able to contribute to the training and supervision of trainee solicitors  Able to work in a politically sensitive environment  Able to use standard IT packages and systems  Able to travel independently over a wide geographical area | E  E  E  E  E  E  E  E  E  E  E  E  E | AF/I/T/P  AF/I/T/P  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I |

|  |  |  |
| --- | --- | --- |
| **SPECIAL REQUIREMENTS**  Prepared to work flexible working hours, including attendance at evening meetings and to attend meetings and hearings throughout the Borough and outside the Borough.  Be prepared to re-locate to offices within the Borough, if required to do so. | E  E | AF/I  AF/I |

|  |  |  |
| --- | --- | --- |
| Prepared by: Fiona Townsend | AF | = Application Form |
|  | I | = Interview |
| Date: August 2025 | T | = Test |
|  | P | = Presentation |