

Harlow Council Employee Profile

Job Title: Assistant Solicitor/CILEX/Barrister

Post Number: LP0027X

Attributes	Essential	Desirable	Method of Identification
Education Qualifications	<p>Educated to degree or equivalent level.</p> <p>Membership of appropriate professional body.</p>	Higher Rights.	Application Certificates
Related Experience	<p>Knowledge and experience of delivering service objectives.</p> <p>Knowledge and experience of working within a public service legal department.</p>	Knowledge and experience of developing and implementing policies, practices and service improvements.	Application
Special Circumstances	<p>Mandatory practising certificate, where appropriate.</p> <p>Attendance at evening meetings.</p>		Application Certification Interview
Special Knowledge, Training	<p>Up to date knowledge and experience of legislation, regulations, standards and core disciplines of work area.</p> <p>Knowledge and experience of developments and challenges facing local government.</p> <p>Knowledge and experience of solving varied legal problems, producing the most appropriate solution for the Council.</p> <p>Knowledge and experience of communicating legal matters so that Chief Officers, Members and client departments can readily understand the issues and implications.</p> <p>Up to date knowledge, experience and understanding of LEXCEL accreditation.</p> <p>Knowledge and experience in the use of a case management system.</p> <p>Evidence of continuous professional development.</p>	Knowledge of procurement and contract management.	Application Interview

Skills and Abilities	<p>Computer literate.</p> <p>Ability to engage mental concentration for prolonged periods.</p> <p>Ability to deal with frequent interruptions that can lead to a significant change in priorities.</p> <p>Knowledge and experience of the ability to respond immediately to requests for urgent advice.</p> <p>Ability to deal with conflicting work demands at all times.</p> <p>Knowledge and experience of working to deadlines set by legislation or courts.</p> <p>Knowledge and experience of understanding the activities carried out by client departments and to be proactive in interpreting client departments' requirements.</p> <p>Ability to demonstrate a high standard of oral and written communication.</p>		Application Interview
Disposition and Attitude	<p>Ability to demonstrate the adaptability to meet the needs of the service and client departments.</p> <p>Able to demonstrate the ability to deal with angry and challenging behaviours of others including members of the public.</p> <p>Can do attitude able to take on and develop in new areas of law as required.</p> <p>Ability to work as a part of a team or individually.</p> <p>Be customer focused and driven.</p> <p>Be responsive to change.</p> <p>Commitment to and clear understanding of equal opportunities.</p> <p>Understanding of health and safety issues at work.</p>		Application Interview