

Harlow Council Employee Profile

Job Title: Assistant Solicitor/CILEX/Barrister

Post Number: LP0027X

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

<p>Skills and Abilities</p>	<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>		<p>Application Interview</p>
<p>Disposition and Attitude</p>	<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>		<p>Application Interview</p>