

**CORPORATE CORE**

**TEAM LEADER SOCIAL CARE AND EDUCATION**

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| **SHORT-LISTING CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| **Qualification** |  |  |
| Solicitor, Barrister or Chartered Legal Executive | **✓** |  |
| **Experience** |  |  |
| Substantial experience of complex legal work | **✓** |  |
| Substantial experience in drafting and advising upon complex legal documents | **✓** |  |
| Substantial experience of relevant areas of law and conduct of relevant casework | **✓** |  |
| Substantial experience of advising clients | **✓** |  |
| Experience of advising on general matters connected with the management of a large caseload | **✓** |  |
| Experience of advising in Committee |  | **✓** |
| Experience of managing a team and allocating and monitoring its work and performance |  | **✓** |
| **Knowledge** |  |  |
| Substantial, comprehensive and current knowledge of all areas of the law relating to the job description | **✓** |  |
| Knowledge of local authority governance arrangements |  | **✓** |
| **Skills** |  |  |
| Ability to display initiative and to take responsibility for decision making | **✓** |  |
| Ability to lead and work as a member of a team | **✓** |  |
| Good verbal and written communication skills | **✓** |  |
| Ability to use Outlook and case management systems |  | ✓ |
| IT literate | **✓** |  |