

Person Specification

Legal Officer	
Experience/ Knowledge	<p>Experience of working in local government with knowledge of local government law is desirable.</p> <p>Experience of interpreting legislation, policy and guidance to contribute to the formulation of local policies and procedures that comply with national requirements.</p> <p>Knowledge of litigation practice (civil and criminal) in regulatory law.</p> <p>Experience of drafting agreements, contracts, notices and court documents (including witness statements) to comply with relevant rules and procedures.</p> <p>Good advocacy skills to represent the Council.</p> <p>Excellent IT skills with a good working knowledge of Microsoft Office. Ability to use case management systems such as IKEN.</p>
Qualifications	<p>Qualified Solicitor (with current Practising Certificate) or Qualified Fellow of the Chartered Institute of Legal Executives.</p>
Competencies/ Skills	<p>Excellent written and verbal communication skills with the ability to produce and present reports and advice in a clear and professional manner to a wide range of audiences.</p> <p>Ability to undertake a range of district authority casework in a multi-disciplinary environment.</p> <p>Ability to communicate confidently and work collaboratively with people at all levels including senior officers, elected members, managers, staff, colleagues and external partners and agencies.</p> <p>Ability to analyse, problem solve and develop creative and innovative solutions.</p> <p>Ability to work under pressure to tight deadlines in an environment of conflicting priorities.</p>

Personal Qualities and Attributes	<p>Ability to work on own initiative with minimal supervision and as part of a team.</p> <p>Ability to be flexible in duties and times of work.</p> <p>Commitment to developing and maintaining high levels of customer care.</p>
Personal Circumstances	<p>General understanding of employees' responsibilities in terms of Health and Safety at work.</p>