



PERSON SPECIFICATION - ONE LEGAL

Post Title: Lawyer Directorate: One Legal	Post No:	Scale: H
Essential(E)/Desirable(D)		
Qualifications Practising Solicitor or Barrister or FILEX (E) Record of CPD (E)	Experience Significant and detailed experience of legal casework, legislation and policy in relation to all the primary areas of responsibility (E) Some experience in respect of least one of the secondary areas of responsibility (D) Previous experience of legal work in local government/public sector (D) Experience of working with elected members (D)	
Aptitudes/Skills Excellent written and verbal communication skills to convey detailed advice, explain complex principles and present cases to a wide range of audiences Excellent inter-personal skills to develop and maintain effective working relationships with team members and a wide range of internal and external stakeholders (E) Sound judgement in provision of clear and authoritative advice in a variety of forum and at short notice (E) Advanced ability to analyse and solve a variety of complex problems with minimal supervision and with minimal reference to precedents (E) Excellent original drafting skills with minimal access to precedents (E) Advanced ability to effectively plan and prioritise own varied and significant caseload and to assist colleagues do likewise (E) Able to manage and supervise legal staff and to delegate work effectively (E) Skilled in identifying and managing legal and corporate risk in all work undertaken (E) Good IT skills to utilise work systems and Microsoft Office applications (E) Good keyboard skills to input data precisely and draft complex documentation (E) Project management skills (D)	Personal Qualities Self motivated and able to motivate others (E) Strong customer focus (E) Team orientated (E) Calm, helpful and co-operative disposition (E) Flexible in terms of responsibility and whatever it takes to get the job done (E) Able to use own initiative and work with minimal supervision (E) Able to work in a pressured environment, deal with multiple tasks and remain focused on service delivery (E) Strong understanding of and commitment to governance principles and organisational values (E)	
Any other (not specified above) Commitment to the principles of equality, diversity, Risk Management and Health and Safety (E) Full Driving Licence with use of motor vehicle (E) Regular local travel and travel to client places of business (E) Commitment to working for multiple clients and from multiple locations (E) Out of hours working to attend meetings and meet peak workloads (E)		