

## Person Specification

<b>JOB TITLE:</b>	Lawyer (Level 2)	<b>POST NO:</b>	131/AHR
<b>GRADE:</b>	12 - New	<b>DEPARTMENT:</b>	Chief Executive's
<b>HOURS</b>	37	<b>DIRECTOR:</b>	Kim Sawyer – Director of Governance
<b>DIVISION:</b>	Legal and Governance Services	<b>LINE MANAGEMENT RESPONSIBILITY FOR:</b>	Legal Officer/Grade 12 lawyers
<b>DATE:</b>		<b>COMPLETED BY:</b>	Alison Stuart

ATTRIBUTES	ESSENTIAL CRITERIA
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Specific knowledge of the law relating to one, or more, of the following:               <ul style="list-style-type: none"> <li>➢ Growth and Regeneration (Planning and/or Property)</li> <li>➢ Commercial Contracts and Procurement</li> <li>➢ Child Protection</li> <li>➢ Adults, Litigation and Education</li> </ul> </li> <li>• An understanding of client care in a legal service and its importance in service delivery.</li> <li>• A good understanding of the concepts underpinning administrative and corporate law as it relates to local government.</li> <li>• An understanding of the link between legal services and the operational management and policy objectives of the Council.</li> <li>• An understanding of ethical and corporate governance and the role of elected members in local democracy.</li> <li>• An awareness of the issues that face local government generally.</li> </ul>

	<ul style="list-style-type: none"> <li>• An awareness of the key political, social and economic issues that affect Peterborough.</li> </ul>
<p><b>SKILLS &amp; ABILITIES</b></p>	<ul style="list-style-type: none"> <li>• Ability to provide high quality legal services, which are responsive to the needs of clients and provide timely and constructive solutions to customer requirements.</li> <li>• Interpersonal skills and the ability to contribute to multidisciplinary teams within the Council.</li> <li>• Excellent oral and written communication skills and the ability to present to diverse audiences including elected Members, senior officers, staff and external agencies, the Courts, Tribunals and Inquiries.</li> <li>• Ability to analyse, use and present complex data in a clear and informative way.</li> <li>• Ability to provide prompt sound advice as appropriate.</li> <li>• To think and act strategically and able to contribute to the corporate plan.</li> <li>• Able to operate effectively as individual and as part of a group.</li> <li>• Ability to draft complex documents with accuracy.</li> </ul>
<p><b>Desirable</b></p>	<ul style="list-style-type: none"> <li>• Experience of the Council</li> <li>• Ability to advice at Committees</li> <li>• Supervision of Junior staff</li> </ul>

<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• A minimum of two years experience as a practicing lawyer.</li> <li>• Experience as a legal advisor in one of the following legal fields: <ul style="list-style-type: none"> <li>➢ Growth and Regeneration (Planning and/or Property)</li> <li>➢ Commercial Contracts and Procurement</li> <li>➢ Child Protection</li> <li>➢ Adults, Litigation and Education</li> </ul> </li> <li>• A proven track record of providing good quality legal advice and assistance.</li> <li>• Experience of drafting complex documents</li> <li>• Success in working within an effective team and sustaining effective relationships with staff, clients and elected members.</li> </ul>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• A Solicitor, either with a current practising certificate or eligible to apply for a practising certificate, or a qualified Barrister or a Fellow of the Chartered Institute of Legal Executives, or possessing an equivalent qualification gained in another jurisdiction.</li> <li>• Evidence of continuing professional development.</li> </ul>
<b>PERSONAL CIRCUMSTANCES</b>	<ul style="list-style-type: none"> <li>• While the job-holder may work flexible hours, it is expected that colleagues in the Legal Services Practice will co-operate with one another and co-ordinate their absences so that between 9.00am and 5.00pm on each working day there are always sufficient staff available to deal with emergency legal work.</li> <li>• Must be willing to work outside office hours during the week as dictated by the requirements of the service. Those working within social care may be expected to work weekends or on public holidays in an emergency.</li> </ul>
<b>EQUALITY</b>	<ul style="list-style-type: none"> <li>• Candidates must demonstrate understanding of, acceptance and commitment to the principals underlying equal opportunities.</li> </ul>
<b>CUSTOMER CARE</b>	<ul style="list-style-type: none"> <li>• Knowledge and understanding of effective customer care</li> </ul>