

## Person Specification

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| <b>JOB TITLE:</b> | Lawyer (Level 1)              | <b>POST NO:</b>                            |  |
| <b>GRADE:</b>     | 12                            | <b>DEPARTMENT:</b>                         | Chief Executive's                      |
| <b>HOURS</b>      | 37                            | <b>DIRECTOR:</b>                           | Fiona McMillan- Director of Governance |
| <b>DIVISION:</b>  | Legal and Democratic Services | <b>LINE MANAGEMENT RESPONSIBILITY FOR:</b> | Assistant Lawyer                       |
| <b>DATE:</b>      | January 2020                  | <b>COMPLETED BY:</b>                       | Senior Lawyer                          |

| ATTRIBUTES                    | ESSENTIAL CRITERIA  | DESIRABLE CRITERIA  |
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| <b>KNOWLEDGE</b>              | <ul style="list-style-type: none"> <li>● Specific knowledge of the law relating to one 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>➢ Criminal, Regulatory or Compliance</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 basic 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> </ul> | <ul style="list-style-type: none"> <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> <li>▪ An awareness of the key political, social and economic issues that affect Peterborough.</li> </ul> |
| <b>SKILLS &amp; ABILITIES</b> | <ul style="list-style-type: none"> <li>● Ability to provide high quality legal services, which are responsive to the needs of clients and provide</li> </ul>  | <ul style="list-style-type: none"> <li>● The ability to present to diverse audiences including elected Members, senior officers, staff and external agencies.</li> </ul>  |

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|                       | <p>timely and constructive solutions to customer requirements.</p> <ul style="list-style-type: none"> <li>● Ability to draft varied routine and complex documents with accuracy.</li> <li>● Negotiation of agreed settlements.</li> <li>● Interpersonal skills and the ability to contribute to multidisciplinary teams within the Council.</li> <li>● Excellent oral and written communication skills.</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> </ul> | <ul style="list-style-type: none"> <li>● Ability to advise at Council Committees</li> <li>● Supervision of Junior staff</li> </ul> |
| <b>EXPERIENCE</b>     | <ul style="list-style-type: none"> <li>● Qualified Solicitor/Legal Executive/Conveyancer with a current practising certificate.</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>➢ Criminal, Regulatory or Compliance</li> <li>➢ Adults, Litigation and Education</li> </ul> </li> <li>● A proven track record of providing good quality legal advice and assistance.</li> <li>● Success in working within an effective team and sustaining effective relationships with staff, clients and elected members.</li> </ul>                | <ul style="list-style-type: none"> <li>● Knowledge and experience of processing computerised information.</li> </ul>               |
| <b>QUALIFICATIONS</b> | <ul style="list-style-type: none"> <li>● A Solicitor, either with a current practising certificate or eligible to</li> </ul>  |  |

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|                               | <p>apply for a practising certificate, or a qualified Barrister or a Fellow of the Institute of Legal Executives, a licensed conveyancer or possessing an equivalent qualification gained in another jurisdiction.</p> <ul style="list-style-type: none"> <li>• Evidence of continuing professional development.</li> </ul>  |  |
| <b>PERSONAL CIRCUMSTANCES</b> | <p>This post is politically restricted under the terms of the Local Government and Housing Act 1989.</p> <p>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 the department is adequately covered on every working day .Flexible and Agile hours are available subject to the Client's needs</p> |  |
| <b>EQUALITY</b>               | <p>Candidates must demonstrate understanding of, acceptance and commitment to the principals underlying equal opportunities. (A &amp; I)</p>   |  |
| <b>CUSTOMER CARE</b>          | <p>Knowledge and understanding of effective customer care (A &amp; I)</p>  |  |