

## Person Specification

**JOB TITLE:** Lawyer  
**DIRECTORATE:** Economy & Environment  
**PREPARED BY:** Sue Dasent

**GRADE:** POC – POE  
**POST NO:** 50024023  
**DATE:** June 2012

<b>E = ESSENTIAL</b>		<b>SOURCE OF EVIDENCE – APPLICATION FORM = A</b>	
<b>D = DESIRABLE</b>		<b>TEST</b>	<b>= T</b>
		<b>INTERVIEW</b>	<b>= I</b>
<b>1. EXPERIENCE, direct work experience, other relevant experience.</b>			<b>W = 4</b>
E	Recent and practical experience of commercial transactions and contract and procurement		A/I
D	Recent and practical experience of contract drafting and negotiation		
D	Experience of working within a quality assessed environment		A/I
D	Experience of advising on policy issues		A/I
D	Experience of local government procedures		A/I
<b>2. KNOWLEDGE, without which the job cannot be done effectively W = 5</b>			
E	Recent and practical knowledge of the law relating to the following areas: commercial arrangements, contract and procurement		A/I/T
D	Knowledge of other areas of the law relevant to local authorities		A/I
<b>3. SKILLS &amp; ABILITIES, Essential/Capable of doing, Desirable/Able to train</b>			<b>W = 5</b>
D	Proven record of delivery of high quality service and providing client satisfaction		A/I
E	Excellent presentation and communication skills, written and oral		A/I
E	Ability to supervise the work of non-admitted legal and support staff		A/I
E	Ability to work promptly under pressure, using initiative and adopting a proactive approach		A/I
E	Able to cultivate good working relationships with clients with minimum supervision		A/I
D	Ability to deputise for the Team Leader or Strategic Manager in supervising and supporting qualified staff		A/I
E	Ability to lead meetings and to possess good negotiating skills		A/I
<b>4. QUALIFICATIONS, TRAINING &amp; EDUCATION, also identify training to be given. W=5</b>			
E	Qualified to practise in England and Wales as a Solicitor/Barrister/FILEX		A/I
<b>5. PERSONALITY, SOCIAL SKILLS, Relationships, thinking style, disposition</b>			<b>W=5</b>
E	A commitment to further personal and professional development		A/I
E	Flexibility and ability to work to deadlines		A/I
E	Ability to work as part of a team and a willingness to seek improved ways of working		A/I
E	Confident and enthusiastic		A/I
E	Good interpersonal skills, particularly at meetings		A/I/T
<b>6. OTHER FACTORS, Physical, Mobility, Availability, Conditions etc.</b>			<b>W=2</b>
D	Able to travel to mainland and work outside office hours, if necessary		A/I