

Person Specification

Job Title	Chief Solicitor	Req No	
Prepared by	Jennifer Norton	Date	01-Sep-20
Essential Criteria – Vital requirements for the post holder			
<u>Relevant Experience:</u>			
Experience of responsibility for legal advice in a local government context			
Experience of advising senior officers and elected members at committee			
Experience of providing legal advice across a range of specialist areas covered by the legal team			
Knowledge and experience of advising on high profile, sensitive and politically sensitive issues			
<u>Qualifications/training:</u>			
Solicitor/Barrister			
Educated to degree level or equivalent			
Evidence of continuing professional development			
<u>Special Knowledge:</u>			
Knowledge of the law and practice relating to local authorities.			
Knowledge of the key areas of law provided by the legal service			
Good understanding of both quality in service delivery			
<u>Disposition/attitude:</u>			
Strategic thinker, planning ahead, setting goals and prioritising accordingly.			
Makes clear decisions and takes responsibility for outcomes.			
Listens to what people are saying and has a good understanding of their motives.			
Committed to doing the best possible job with consistently high standards.			
Able to work as part of a team to encourage, support and provide challenge to others			
<u>Practical/intellectual:</u>			
Can understand and apply the law to new or unfamiliar subjects at short notice.			
Monitors performance and takes action to remedy problems.			
Good communicator, clear spoken presentations, with good listening and influencing skills			
Able to deal with formal complaints and challenges to council decisions			
<u>Physical Requirements:</u>			
<u>Additional Requirements:</u>			
Some evening and out-of-hours work will be necessary when attending Cabinet or Committee meetings			
Desirable Criteria – Additional requirements relevant to the post			