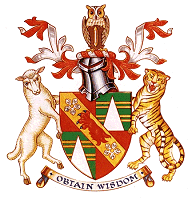
**OADBY AND WIGSTON BOROUGH COUNCIL**

**Person Specification**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Job Title:**  Solicitor/Legal Executive | **Team:**  Law and Democracy | **Salary Band:**  Band 7-8 Scale Points 24-31 | | **Car Allowance level:**  Casual Car Allowance | | **Employment Status:**  Permanent | | **Hours per week:**  37.5 (Full Time) | |
| **Criteria** | **Essential** | | | **Method of Assessment** | **Desirable** | | | | **Method of Assessment** |
| **Qualifications and Processional or Vocational qualifications** | * Qualified Solicitor with practicing certificate, Barrister or Legal Executive. * No minimum PQE | | | App, E |  | | | | App, E |
| **Relevant experience and knowledge** | * Professional competence / expertise and proven legal experience, with the ability to apply knowledge across a range of activities in the service area. * Operational legal experience in a generalist role or through general management experience. * Managing conflicting priorities. sometimes under pressure. * Partnership working. * Understanding of data protection. * Understanding of equality and diversity. | | | App, Int | * Some experience in making a contribution to the formation of policy/ service development and/or implementation. * Some experience in delivery of performance improvement in Legal. * Working in a matrix environment where cross team and corporate working are essential * Legal experience in local government related areas. * Experience of advocacy. | | | | App, Int |
| **Skills and Abilities** | |  | | --- | |  |   Good knowledge understanding of key legislation and practice applicable to the local government environment.   * Good influencing skills with ability to provide detailed advice and explain the Council’s position on particular. * Ability to assimilate complex as well as difficult/varied information and to exercise judgement and creative thinking in resolving of difficult problems and developing solutions. * Effective time management and prioritisation skills * Ability to deliver results and performance improvements. * Ability to build trust and rapport with a wide range of individuals. * Ability to deliver high levels of stakeholder and customer service. * Ability to motivate and act as a champion for change. * Ability to think innovatively and practically * Report writing skills. * Proficient in MS Office | | | App, Int  App, Int, T  App, Int, T  App, Int, T | * Ability to write reports | | | | App, Int |
| **Attitude and Motivation** | * Conscientious and reliable * Flexible approach to work * Prepared to attend work during unsociable hours and weekends as necessary * Have an awareness of working in a politically sensitive environment recognising the need for tact and diplomacy as appropriate. | | | App  App, Int  App,    Int | * Committed to further training and development. | | | | App, Int |
| **Other** | * You do not belong to and/or do not work for or on behalf of a political party | | | App, E | * Full valid driving licence and access to a car | | | |  |
| **Assessment Key:** | E = Evidence | | App = Application Form | | Int = Interview | | T = Test/Assessment | | |