**OADBY AND WIGSTON BOROUGH COUNCIL**

**Person Specification**

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| **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** |

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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, IntApp, Int, TApp, Int, TApp, 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.
 | AppApp, IntApp,  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
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| **Assessment Key:** | E = Evidence | App = Application Form | Int = Interview | T = Test/Assessment |