



PERSON SPECIFICATION

NOTE TO APPLICANTS:

Whilst all points on the specification are important, 'D' is desirable. Those marked 'E' (essential) are the key requirements. You should pay particular attention to these essential points and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview.

JOB TITLE: Senior Solicitor Compliance
GRADE: 11
JE REFERENCE: A9628
DIRECTORATE: Chief Executives
SERVICE: Legal and Democratic Services

CRITERIA:

Experience

1. Substantial experience in a Local Authority legal environment (E)
2. Substantial experience of advising on local government or similar decision-making and vires including advising; officers and councillors on the terms of the council's constitution, council committees and providing legal input on council committee reports which are complex (E)
3. Substantial recent experience of dealing with proceedings in the Magistrates and/or County Court or other appropriate tribunal (conducting your own advocacy) and some experience of High Court proceedings such as judicial review.(E)
4. Experience of advising on projects that are high in value and profile which take place over lengthy periods of time (E)
5. The ability to provide specialist support and legal advice across council departments as directed by the Legal Services Team Manager and the Head of Legal & Democratic Services. To include attendance and representation at meetings with client department and other agencies and legal representatives. (E)
6. Experience of advising officers councillors or the equivalent on issues of procedure in areas such as; equalities, consultation requirements and policy changes (E)

7. Substantial experience of at least two of the following areas of local government law; Highways and Traffic, Town & Country Planning, enforcement (including licensing and consumer protection), information governance and civil law proceedings (E)
8. Experience of drafting and preparing applications (sometimes of a complex nature) to Court and advising on the drafting of reports for court. (E)
9. Experience of providing training to Members and officers in areas of local government law including decision-making (E)
10. You should have highly developed interpersonal skills with the ability to communicate effectively both in writing and verbally with professional officers, senior colleagues, senior Members, external legal representatives, the Courts and members of the public in an informative, polite and communicative manner (E)

Skills and Abilities

1. You must demonstrate the ability of incisive analytical skills, accurate drafting, highly developed interpersonal skills in order to convince others to accept a unwanted decision and demonstrate the ability to facilitate resolution of conflict. (E)
2. You must also demonstrate the ability to research legal points and form an opinion, which is both decisive and professional on the information available. (E)
3. You must also possess the ability to present an argument in a logical and comprehensive manner including the presentation and defending of cases at the appropriate level on behalf of the Authority in Courts, Tribunals and Inquiries (E)
4. To be able to work with minimal supervision (E)
5. To be able to work within set and regular unpredictable deadlines (E)
6. You must be able to provide regular supervision to Solicitors, Senior Legal Assistants, Legal Assistants, Trainee Solicitors, Legal Apprentices and other junior members of staff (E)
7. You must be able to work as part of a team, being able to cover work for colleagues (sometimes at short notice) and to work with others who may not be part of your immediate team of colleagues (E)
8. You should be able to deputise for the Legal Services Manager regularly and occasionally deputise for the Head of Legal & Democratic Services (E)

Education/Qualifications/Knowledge

1. Qualified solicitor, barrister or fellow of ILEX (E)
2. Evidence of on-going CPD - continuing learning and knowledge of the law relating to adult social care (E)
3. A sound knowledge of local government law particularly relating to local government decision-making and vires which is unlikely to have been obtained in under five years of PQE (E)

Other Requirements

1. The postholder needs to be flexible and be able to accommodate change and pressure with an awareness of constraints affecting the working environment eg financial constraints/deadlines/timescales
2. 37 hours per week
3. 5th Floor Quattro, Buttermarket St Warrington

Commitment to Equal Opportunities

Ability to understand and demonstrate commitment to equality and diversity (E)

Commitment to Service Delivery/Customer Care

Excellent customer care skills are required.

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Methods of Assessment key

A = Application form, C = Certificate, E = Exercise, I = Interview, P = Presentation, T= Test, AC = Assessment centre