



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: Lawyer Enforcement and Regulatory
GRADE: 9 - 10
JE REFERENCE: A9630 / A9629
DIRECTORATE: Chief Executives
SERVICE: Legal and Democratic Services

CRITERIA:

Experience

1. Experience of working in a Local Authority legal environment (E)
2. Experience of advising on local government or similar decision-making and vires including advising as follows or similar; officers and councillors on the terms of the council's constitution, council committees and providing legal input on council committee reports (E)
3. Recent experience of dealing with proceedings in the Magistrates and/or County Court or other appropriate tribunal including conducting your own advocacy in contested proceedings (E)
4. 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)
5. Experience of advising officers, councillors or the equivalent on issues of procedure in areas such as; equalities, consultation requirements and policy changes (D)
6. 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, school attendance and civil law proceedings (E)
7. Experience of drafting and preparing applications to Court and advising on the drafting of statements and reports for court. (E)

8. Experience of providing training to Members and officers in areas of local government law including decision-making (D)
9. You should have excellent developed interpersonal skills with the ability to communicate effectively both in writing and verbally with professional officers, colleagues, Members, external legal representatives, the Courts and members of the public in an informative, polite and communicative manner information that may be both complex & contentious (E)

Skills and Abilities

1. You must demonstrate the ability of incisive analytical skills, accurate drafting, developed level of interpersonal skills and 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 varied and complex 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 whilst working on a varied caseload with client officers from a variety of teams across the council (E)
5. To be able to work within both predictable and unpredictable deadlines (E)
6. To be able to respond to conflicting demands and interruptions (E)
7. You must be able to provide regular supervision to Senior Legal Assistants, Legal Assistants, Trainee Solicitors, Legal Apprentices and other junior members of staff (E)
8. 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)
9. You should be able to deputise occasionally for the Legal Services Manager regularly and deputise on rare occasions 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)
4. Detailed knowledge of the relevant legislation and related concepts and principles of the service area.

Progression through the career grade will be dependent on demonstrating the appropriate application and knowledge and experience within each of the disciplines required as Essential below through the PRD or interview process.

Career progression within the team will be dependent on experience and qualification:

To progress to Grade 10 you will:

Consistently demonstrate advanced knowledge of the relevant concepts and principles of Enforcement and Regulation Services (E)

Regularly demonstrate and apply highly developed interpersonal skills, negotiating, persuading and convincing others to adopt a course of action that they are reluctant to accept and /or where there may be specific constraints of regulation to achieve this (E)

To undertake work working within broad council practice where there is a lack of existing procedure or practice (E)

In consultation with the GR11 consider new ideas or concepts that may have been previously untried within the council. To collectively look ahead and take the necessary decisions or actions which will eventually ensure that the required outcomes are achieved or that the required activities or events take place at the appropriate time (E)

To provide additional support, advice, guidance and supervision to employees within the Service including Senior Legal Assistants, Legal Assistants, Trainee Solicitors, Legal Apprentices and other junior members of staff (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**