



Person Specification

Note To Applicants

The points that are marked 'E' are the essential requirements. You should pay particular attention to these points and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview.

The points that are marked 'D' are the desirable requirements that enhance a person's capacity to do the job.

Job Title	Senior Lawyer (Compliance)
Grade	Grade 11
Directorate	Chief Executives
Service	Legal and Democratic Services

Criteria

Experience		
Substantial experience in a Local Authority legal environment	A,I	E
Substantial experience of advising on local government or similar decisionmaking 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	A,I	E
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	A,I	E
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.	A,I	E
Experience of advising on projects that are high in value and profile which take place over lengthy periods of time	A,I	E
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.	A,I	E

Experience of advising officers councillors or the equivalent on issues of procedure in areas such as; equalities, consultation requirements and policy changes	A,I	E
Experience of drafting and preparing applications (sometimes of a complex nature) to Court and advising on the drafting of reports for court.	A,I	E
Experience of providing training to Members and officers in areas of local government law including decision-making	A,I	E
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	A,I	E

Skills and Abilities		
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	A,I	E
You must also demonstrate the ability to research legal points and form an opinion, which is both decisive and professional on the information available.	A,I	E
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	A,I	E
To be able to work with minimal supervision	A,I	E
To be able to work within set and regular unpredictable deadlines	A,I	E
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	A,I	E
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	A,I	E
You should be able to deputise for the Legal Services Manager regularly and occasionally deputise for the Head of Legal & Democratic Services	A,I	E

Education, Qualifications and Knowledge		
Qualified solicitor, barrister or fellow of ILEX	A,I,C	E

Evidence of on-going CPD - continuing learning and knowledge of the law relating to adult social care	A,I	E
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	A,I	E

Other Requirements		
The postholder needs to be flexible and be able to accommodate change and pressure with an awareness of constraints affecting the working environment e.g. financial constraints/deadlines/timescales		E
37 hours per week		E
Based at 1 Time Square		E

Commitment To Equal Opportunities		
Ability to understand and demonstrate commitment to equality and diversity within the context of the relevant service.	A,I	E
Will be expected to display a positive approach and commitment to the Council's policies and priorities	A,I	E

Commitment To Service Delivery / Customer Care		
Committed to providing excellent customer experience and embedding customer focus in all aspects of service delivery.	A,I	E

Climate and Sustainability		
Holds a Carbon Literacy Certificate (or related qualification), or willing to undertake Carbon Literacy related training, in support of the council's climate and sustainability objectives.	A,I	E

Methods of Assessment Key		
A Application Form	I Interview	C Certificate
T Test	P Presentation	AC Assessment Centre

Review Arrangements

The details contained in this person specification reflect the experience, skills, abilities, qualifications etc required of the jobholder. It is acknowledged that these may change over time. Consequently, the Council may revise this person specification from time to time and will consult with the post holder at the appropriate time.

Prepared / Revised By	Adam Simpson
Role	Legal Services Manager (Corporate)
Date	23 October 2025