**Person Specification**



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| **Job Title** | HEAD OF LEGAL SERVICES |
| **Grade** | CO-D |
| **Service/Section** | LEGAL SERVICES |
| **Directorate** | LEGAL & DEMOCRATIC SERVICES |

**Shortlisting Criteria:** Essential criteria assessed via application form should be used to shortlist.

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| **Criteria** | **Essential/ Desirable** |
| **Knowledge** |  |
| Detailed knowledge and a thorough understanding of the law and practice in at least one local authority legal practice area. | E |
| **Skills and Abilities** |  |
| Excellent written and verbal communication skills with demonstrable ability to communicate with Elected Members, senior managers and staff at all levels. | E |
| **Experience** |  |
| Qualified solicitor or barrister or chartered legal executive.  A track record of providing legal advice and support to senior leaders and key decision-makers in at least one local authority legal practice area.    Experience of operating in a politically sensitive environment and able to demonstrate a good degree of political nous.  Experience of staff management within a local authority legal environment with the successful performance management of legal fee earners.  Established expertise in a range of legal practice areas and the ability to take a hands on approach when needed.  Experience of developing and embedding best practice, innovation and continuous improvement in the delivery of legal services.  Management qualification. | E  E  E  E  D  D  D |
| **Equal Opportunities** |  |
| Understanding of and commitment to the Council’s equal opportunities policies and ability to put into practice in the context of this post.  Understanding of and commitment to achieving the Council’s staff values and ability to put into practice in the context of this post. | E  E |