

## Person Specification

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|------------------------|----------------------------------|
| <b>Job Title</b>       | ASSISTANT HEAD OF LEGAL SERVICES |
| <b>Grade</b>           | PO9                              |
| <b>Service/Section</b> | LEGAL SERVICES                   |
| <b>Directorate</b>     | FINANCE & LEGAL SERVICES         |

**Method of Assessment:** AF= Application Form, T = Test, P = Presentation, I = Interview

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

| Criteria                                                                                                                                                             | Method of Assessment | Essential/Desirable |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|---------------------|
| <b>Knowledge</b>                                                                                                                                                     |                      |                     |
| Detailed knowledge and a thorough understanding of property & regeneration law and practice.                                                                         | AF/I                 | E                   |
| <b>Skills and Abilities</b>                                                                                                                                          |                      |                     |
| Excellent written and verbal communication skills with demonstrable ability to communicate with Elected Members, senior managers and staff at all levels.            | AF/I                 | E                   |
| <b>Experience</b>                                                                                                                                                    |                      |                     |
| Qualified solicitor or barrister or chartered legal executive.                                                                                                       | AF                   | E                   |
| A track record of providing legal advice and support to senior leaders and key decision-makers at the highest levels in the subject area of property & regeneration. | AF/I                 | E                   |
| Experience of staff management within a local authority legal environment with the successful performance management of legal fee earners.                           | AF/I                 | E                   |
| Experience of developing and embedding best practice, innovation and continuous improvement in the delivery of legal services.                                       | AF/I                 | D                   |
| Management qualification.                                                                                                                                            | AF                   | D                   |
| <b>Equal Opportunities</b>                                                                                                                                           |                      |                     |
| Understanding of and commitment to the Council's equal                                                                                                               | AF/I                 | E                   |

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| opportunities policies and ability to put into practice in the context of this post. |  |  |
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