



Person specification			
Post title	ASSISTANT SOLICITOR/LAWYER (ADULT SOCIAL CARE)	Grade	Q
Service Area	LEGAL SERVICES	Section/team	LEGAL SERVICES

***** This post is exempt from the provisions of the Rehabilitation of Offenders Act – applicants must disclose all criminal convictions including those which are ‘spent’, in addition to any cautions and bindover orders received in the last 12 months *****

Shortlisting Number	Criteria	Essential\Desirable	Method of assessment
Skills, knowledge, experience			
S1	Substantial experience of providing high level sound, proactive and constructive legal advice and support with the minimum of supervision to Members and any internal or external clients of Legal Services primarily relating to the adult social care and safeguarding functions of the Council (both contentious and non-contentious), as well as a thorough working knowledge of associated primary and secondary legislation (in particular but not limited to Mental Health Act 1983 and Code of Practice, Mental Capacity Act 2005 and Code of Practice, Court of Protection Rules 2007 and Care Act 2014 and such other work areas as may be dealt with by the Legal Services’ People and Litigation team.	Essential	A I P
S2	Experience of advocacy work in Courts and/or public inquiries.	Essential	A I
S3	Experience of supervising the work of junior members of staff in the carrying out of an adult social care and safeguarding caseload	Essential	A I
S4	Previous local government experience of advising on education matters would be an advantage	Desirable	A I

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Personal attributes and circumstances			
P1	Integrity - ability to be open and honest, to maintain high standards of personal behaviour and display strong moral principles	Essential	A I
P2	Accountability - willingness to take personal responsibility for your actions and decisions, and to understand the consequences of your behaviour	Essential	A I
P3	A demonstrable willingness to share information and work with other people.	Essential	A I
P4	Respect - a strong desire to treat people with care and dignity, observing the rights of other people, and helping and supporting others where you can	Essential	A I
P5	To be capable of producing innovative and practical solutions to complex legal challenges.	Essential	A I
P6	A high level of interpersonal skills	Essential	A I
P7	To be able to demonstrate an ability and commitment to working as part of a team in a flexible and responsive manner	Essential	A I
P8	To be able to perform to consistently high standards, whether working individually or as a member of a team.	Essential	A I
P9	To be able to deliver accuracy and competency at all times.	Essential	A I
P10	To have a high degree of flexibility, with the ability to prioritise a complex and diverse workload often to tight deadlines.	Essential	A I
P11	To be aware of equality issues and have the ability to work in a non-discriminatory way.	Essential	A I
P12	To demonstrate a commitment to performance management and improving our services.	Essential	A I
P13	To demonstrate a commitment to continuous learning and development.	Essential	A I
P14	Ability to operate a legal case management system and have good IT skills	Essential	A I
Communication			
C1	Excellent communication skills.	Essential	I P
C2	The ability to be articulate and accurate in relation to complex legal issues.	Essential	A I P

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Qualifications			
Q1	Successful completion of the Legal Practice Course (LPC)	Essential	C
Q2	A qualified Solicitor or Barrister with a current Practising Certificate	Essential	C
Health and safety			
H1	Ability to ensure suitable and sufficient risk assessments are carried out taking into account employees' capabilities	Essential	A I
H2	Ability to use equipment as instructed and trained	Essential	A I
H3	Ability to inform management of any health and safety issues which could place individuals in danger	Essential	A I

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

Date	Approved by authorised manager	Designation
22.4.21	Mike Dearing	Head of Legal Services

Where the post involves working with children, in addition to a candidate's ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline

We have a positive attitude to the employment of disabled people and guarantee an interview to those who meet **all** the necessary criteria of the person specification.

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