



Person specification			
Post title	LEGAL ASSISTANT (PROPERTY AND CORPORATE)	Grade	J (SCP 26 to SCP 28)
Service Area	LEGAL SERVICES	Section/team	CORPORATE SERVICES TEAM

Shortlisting Number	Criteria	Essential\Desirable	Method of assessment
Skills, knowledge, experience			
S1	To have relevant experience of handling a caseload of general commercial property work and in particular landlord and tenant matters preferably in a local government environment	Essential	A I
S2	Knowledge and/or experience of local government law and practice would be an advantage	Desirable	A I
S3	Knowledge and/or experience of preparing standard form documents including section 38 and 278 Highways Act and section 106 Town and Country Planning Act agreements would be an advantage	Desirable	A I
S4	General administrative experience within a busy office environment	Essential	I, AC, P
S5	The ability to be articulate and accurate in relation to legal issues	Essential	A I P
S6	The ability to carry out research on a variety of legal issues	Essential	I P
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	I
P2	Accountability - willingness to take personal responsibility for your actions and decisions, and to understand the consequences of your behaviour	Essential	I
P3	A demonstrable willingness to share information and work with other people	Essential	I

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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	I
P5	The ability to deliver accurate and competent work	Essential	A I
P6	To be able to demonstrate a commitment to working to consistently high standards and in a flexible and responsive manner, whether individually or as a member of a team	Essential	A I
P7	To have a high degree of flexibility, with the ability to prioritise workloads, often to tight deadlines, and to work with different fee earners	Essential	A I
P8	To support, appreciate and value the contribution of others	Essential	A I
P9	To be hardworking, courteous and co-operative	Essential	A I
P10	To possess a high level of interpersonal skills	Essential	I
P11	The ability to understand a case management system and provide support for and recommend changes in practices and procedures in order to develop that system to its full potential.	Essential	A I
P12	Ability to embrace the values of Knowsley Metropolitan Borough Council	Essential	I
P13	To be aware of equal opportunities issues and have the ability to work in a non-discriminatory way	Essential	A I
P14	To demonstrate a commitment to improving our services	Essential	A I
P15	To demonstrate a commitment to continuous learning and development	Essential	A I
Communication			
C1	Excellent oral and written communication skills	Essential	I P
C2	To demonstrate an ability to communicate in an open and honest manner	Essential	A I
Qualifications			
Q1	A good standard of general education, including English Language GCSE or equivalent	Essential	C
Q2	ICT literate/ Microsoft Office skills	Essential	A I C
Q3	Hold a recognised legal qualification appropriate to the grade (i.e. ILEX or successful completion of solicitor or barrister examinations)	Essential	A C

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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
7.7.21	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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