



| Person specification | | | |
|----------------------|--|---------|----------------|
| Post title | ASSISTANT SOLICITOR/LAWYER (MDT PROPERTY) | Grade | Q |
| Service Area | LEGAL SERVICES | Service | LEGAL SERVICES |

| Shortlisting Number | Criteria | Essential\Desirable | Method of assessment |
|--------------------------------------|--|---------------------|----------------------|
| Skills, knowledge, experience | | | |
| S1 | <p>Substantial experience of providing high level sound, proactive and constructive legal advice and support with the minimum of supervision to Elected Members and any internal or external clients of Knowsley Legal Services relating to the significant regeneration projects of the Council to include advice in relation to:</p> <ul style="list-style-type: none"> • Landlord and tenant transactions; • Disposals and purchases both leasehold and freehold; • Dilapidation claims; • Leases, licences and service of notices; • Land and property development agreements; • Advising on development projects; • Advising on subsidy control in so far as it relates to property transactions; and • General advice on miscellaneous land and property matters and such other work areas as may be dealt with by the Land and Property Team. | Essential | A P |

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| S2 | Experience of supervising the work of junior members of staff in the carrying out of a property related caseload | Essential | A I |
| S3 | Experience of advocacy work in Courts and/or public inquiries. | Desirable | A I |
| S4 | Previous local government experience would be an advantage | Desirable | A I |
| S5 | Previous experience of delivering commercial and regeneration projects and advising as part of a local authority multi-disciplinary project team | Desirable | A I |
| S6 | Previous experience of advising on other project related agreements such as section 106, section 278 and section 38 agreements | Desirable | A I |
| 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 |

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| 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 |
| 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

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| Date | Approved by authorised manager | Designation |
|------|--------------------------------|------------------------|
| | 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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