**Person Specification**

Post Title: Principal Solicitor Post Number:

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| **Knowledge** | **E = Essential**  **D = Desirable** | **Identified by** |
| Detailed knowledge of Childrens, Adult Safeguarding or Education law  Up to date knowledge of the major issues facing Local Government  Knowledge and understanding of the Council’s Corporate objectives and priorities and the use of the Council’s Performance Management Framework. | E  E  D | Application Form / Interview  Application Form / Interview  Application Form / Interview |
| **Skills and Abilities** | **E = Essential**  **D = Desirable** | **Identified by** |
| Interpersonal sensitivity – maintain effective working relationships  Leadership – able to develop maximum team resources, managing, motivating and developing a team  Innovative  Decision making skills – critically probing, analytical, decisive.  Political sensitivity  Planning, organising, prioritising to achieve outputs to time scales  Adaptable, flexible and able to respond to situations which can not be planned for  Verbal and written communication  Presentation skills  Use of electronic case management system | E  E  E  E  E  E  E  E  E  E | Application Form / Interview  Application Form / Interview  Application Form / Interview  Application Form / Interview  Application Form / Interview  Application Form / Interview  Application Form / Interview  Application Form / Interview  Application Form / Interview  Application Form / Interview |
| **Experience** | **E = Essential**  **D = Desirable** | **Identified by** |
| Five years Local Government experience, working closely with Elected Members and Senior Managers  Two years experience of managing professional staff  Five years experience of advising on Childrens,Adult Safeguarding or Education law with associated Advocacy experience. | E  E  E | Application Form / Interview  Application Form / Interview  Application Form / Interview |
| **Qualifications** | **E = Essential**  **D = Desirable** | **Identified by** |
| Qualified Solicitor with five years post admission experience  Relevant degree level or equivalent qualification  Membership of a relevant professional body  Evidence of further relevant management training | E  E  E  D | Application Form / Certificates  Application Form / Certificates  Application Form  Application Form / Certificates |
| **Other Circumstances** | **E = Essential**  **D = Desirable** | **Identified By** |
| Flexible approach to working hours  Driving license and access to a vehicle | E  D | Interview  Application Form |

\*If an applicant cannot drive as they are precluded by disability, applicants are still welcome. Applicants are asked to provide a statement as to how they will be in a position to alternatively meet the requirements to enable the duties to be carried out effectively and efficiency with reasonable adjustments”

\*\* The requirement for individuals to provide a vehicle for work is referenced in National Conditions (Green Book) which also confirm that it is the local authority that determine whether car use is remunerated at casual or essential rates, in accordance with Council policy. The award of essential car user allowance must be seen as distinct from the requirement to provide a car for work.

For an employee to either retain or be awarded the allowance, the relevant criteria outlined above must be met. Assessment for eligibility for essential car user allowance can be made after 6 months employment.

Car usage is assessed annually. The principle of the annual review of the allowance recognises that individuals meet the criteria on an ongoing basis.  If the criteria are met year on year, the allowance will remain.  If the criteria are not met in any given year, the allowance will be removed.  It would remain entirely possible for an individual to meet the criteria again in future years.