

## SOUTH DERBYSHIRE DISTRICT COUNCIL – PERSON SPECIFICATION

<b>Directorate:</b> Law and People	<b>Service:</b> Legal and Democratic Services	<b>Job Title:</b> Paralegal Apprentice – Legal and Information Governance
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### Qualifications, Professional Membership, Technical Skills

ESSENTIAL	DESIRABLE	HOW ASSESSED
<p>Good standard of education including A Levels (or equivalent Level 3 qualification)</p> <p>Knowledge of Microsoft Office and other IT applications</p> <p>High level of accuracy and attention to detail.</p> <p>Understanding the importance of security and confidentiality of personal and other data</p> <p>Ability and commitment to complete Level 3 Paralegal Apprenticeship.</p>	<p>An interest in law and information governance</p> <p>Some exposure to legal or administrative work</p> <p>Work experience in an office or similar environment</p> <p>Understanding functions of local government</p>	<p>Application Form</p> <p>Copy of qualifications</p> <p>Interview</p>

Competency	Essential	Desirable	How Assessed
Achieving Results	<p>Able to show evidence of achieving goals or tasks</p> <p>Able to show commitment toward personal learning and development</p>		<p>Interview</p> <p>Application Form</p>
Communication	<p>Able to communicate clearly and effectively</p> <p>Able to follow and adhere to instructions and guidance</p>		<p>Interview</p>

	Able to use IT and other applications to produce accurate and logical written information.		
Creative Thinking	Open to new ideas and approaches  Able to work through tasks in a logical and ordered manner  Able to complete routine creative tasks around producing information and documents		Interview
Customer Focus	Demonstrates an understanding of good customer service  Able to recognise and identify customers of the service  Takes time to understand the requirements of the customer		Interview
Decision Making and Problem Solving	Takes a logical approach to resolving tasks and work.  Organises information logically and systematically to solve straightforward problems		Interview
Making Change Work	Receptive to change and readily adapts to new ways of working  Positive approach to continuous personal development		Interview
Managing Resources, Projects and Processes	Able to organise tasks and work independently  Basic understanding on how to complete research and projects		Interview

<p>Organisational Awareness and Commitment</p>	<p>General understanding of formal structures and work environments</p> <p>Follows rules and regulations, policies and procedures</p> <p>Commitment to the vision and values of the Council</p>		<p>Interview</p>
<p>Personal Impact</p>	<p>Able to work effectively as part of a team</p> <p>Committed to personal development</p> <p>Positive and confident approach</p>		<p>Interview</p>
<p>Working Relationships</p>	<p>Displays willingness to learn from others, including own team members and peers.</p> <p>Able to build positive working relationships with team members and other colleagues</p>		<p>Interview</p>
<p>Equal Opportunities and Fairness</p>	<p>Ability to demonstrate a commitment to the principles of equal opportunities and fairness in service delivery and/or employment</p>		<p>Interview</p>