

SOUTH DERBYSHIRE DISTRICT COUNCIL – PERSON SPECIFICATION

Directorate: Law and People	Service: Legal and Democratic Services	Job Title: Senior Legal Officer
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Qualifications, Professional Membership, Technical Skills

ESSENTIAL	DESIRABLE	HOW ASSESSED
Legal qualification – Solicitor or Fellow of the Chartered Institute of Legal Executives or working toward qualification Evidence of continuous professional development to maintain legal qualification/membership Knowledge of local government law Experience of non contentious legal work including planning, contracts and property or experience of litigation in the County Court and Criminal Courts.	Experience of working in a local government legal team Willingness to develop experience of either litigation in the County Court and Criminal Courts or of non contentious legal work including planning, contracts and property (as appropriate) Competent on the use of Microsoft office and related media technology	Copy of qualifications Application Form Interview

Competency	Level	Essential	Desirable	How Assessed
Achieving Results	3	Ability to review working practices and change systems or processes to improve performance of self. Contribute towards service improvement.		Interview Application Form
Communication	4	Able to provide clear and correct advice on complex and detailed legal matters. Able to use a range of communication techniques and evidence of adapting style and delivery to meet needs of audience. Able to interpret and understand legal information. Experience of providing legal advice and assistance.	Ability to influence others and persuade at all levels to achieve effective results.	Interview Application Form
Creative Thinking	2	Ability to use new information to offer realistic alternatives and to tailor existing approach to provide better results.	Ability to actively contribute ideas and demonstrate creative thinking.	Interview Application Form
Customer Focus	3	Experience of building and developing relationships with customers/clients and driving standards for excellent customer service.		Interview Application Form
Decision Making and Problem Solving	3	Ability to deal with complicated problems in a logical and structured manner and seek imaginative and innovative solutions.		Interview Application Form
Making Change Work	2	Ability to embrace change to provide better results.		Interview Application Form

Managing Resources, Projects and Processes	3	Experience of working to meet short and medium term priorities. Ability to set out the steps necessary to achieve the end result and set deadlines.		Interview Application Form
Personal Impact	3	Ability to show empathy. Ability to remain effective under pressure. Strives to do any task as well as possible.		Interview Application Form
Working Relationships	2	Builds a solid foundation of mutual understanding and trust. Proactively supports colleagues and ability to work as a team Displays willingness to learn from others, including own team members and peers, speaks to team members in positive terms. Ability to resolve conflict and not avoid difficult issues.		Interview Application Form
Equal Opportunities and Fairness		Ability to demonstrate a commitment to the principles of equal opportunities and fairness in service delivery and/or employment		Interview Application Form