

North Somerset Council

Person Specification

DIRECTORATE: Corporate Services Unit	SECTION: Legal Services	
JOB TITLE: Solicitor	POST NO:	GRADE: JM3

ASSESSMENT CRITERIA	ESSENTIAL	DESIRABLE
QUALIFICATIONS	Solicitor holding or entitled to hold a current Practising Certificate	Law society Diploma in Local Government Law
WORK RELATED EXPERIENCE & ASSOCIATED VOCATIONAL TRAINING	<p>Practical experience in relevant areas of law.</p> <p>Experience of conducting complex criminal and civil litigation cases to include:</p> <ul style="list-style-type: none"> • Advocacy • Researching statute and case law, guidance & policy. • Analysis of evidence. • Advising on case strategy, strengths and weaknesses, prospects of success • Advice on costs • Drafting and settling all case documentation <p>Practised in at least 3 of the following areas as main caseholder:</p> <ul style="list-style-type: none"> • adult mental health • adult care & finances • contract disputes • consumer law • criminal law • education law • environmental law • health & safety law • highways/road traffic/TVG law • housing law • licensing • town and country planning and enforcement 	<p>Experience acquired in local government or a similar environment.</p> <p>Experience in planning law including advocacy at inquiries/tribunals.</p> <p>Practical experience in the remaining areas of law from the list set out in the essential column.</p>

	<p>Compliance with professional training requirements.</p> <p>To be aware of and understand the Council's Equality Policy and ensure at all times that the duties of the post are carried out in accordance with the policy.</p> <p>To ensure compliance with all Health and Safety legislation and associated codes of practice and authority policies</p>	
OTHER RELEVANT EXPERIENCE		<p>Knowledge of other fields of law.</p> <p>Project/case management.</p> <p>Committee advice or similar</p>
SPECIALIST KNOWLEDGE	<p>Knowledge and experience as main case holder of civil and criminal procedure rules including the administrative court.</p>	<p>Experience in the conduct of planning inquiries and litigious matters e.g. rights of way matters and judicial review</p>
JOB RELATED SKILLS	<p>Advocacy, research, negotiation, communication, analytical, drafting and presentation skills. Objectivity, innovation and problem solving skills.</p> <p>Knowledge and use of ICT to include Microsoft Office eg Word & Excel. Timerecording (electronic). Lexis Nexis, Practical Law or similar</p>	<p>The ability and self-assurance to advise senior officers, elected members and committees.</p>
PERSONAL SKILLS	<p>Reliable and confident of ability to work under pressure in changing environment.</p> <p>Able to organise own caseload with minimum supervision.</p> <p>Able to achieve high standards both self imposed and set by the organisation.</p> <p>Able to operate effectively within a team and to contribute positively (knowledge, skills and mentoring)</p>	<p>Ability to co-ordinate work of others e.g. counsel/experts to ensure compliance with strict timescales.</p> <p>Interest and willingness to handle areas of law outside of own specialisms</p>

	<p>to the litigation team and legal services section.</p> <p>Good inter-personal skills.</p> <p>Ability to work in a performance orientated environment.</p>	
SPECIAL WORKING CONDITIONS	<p>Flexible and able to work outside of normal hours e.g. when cases run late.</p> <p>Valid driving licence and own transport, or be able to provide alternative, suitable method of travel.</p>	
OTHER		

Date:

Approved: