



Person specification			
Post title	ASSISTANT SOLICITOR/LAWYER (HIGHWAYS)	Grade	Q
Service Area	LEGAL SERVICES	Service	LEGAL SERVICES

Shortlisting Number	Criteria	Essential\Desirable	Method of assessment
<b>Skills, knowledge, experience</b>			
S1	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: <ul style="list-style-type: none"> <li>• Highways and rights of way issues;</li> <li>• Negotiating forms of highways agreements including section 38 and section 278 agreements;</li> <li>• Development projects;</li> <li>• Highways enforcement;</li> <li>• Highway appeals and hearings; and</li> </ul> General advice on miscellaneous highways matters and such other work areas as may be dealt with by the Land and Property Team.	Essential	A   P
S2	Experience of supervising the work of junior members of staff in the carrying out of a property related caseload	Essential	A
S3	Experience of advocacy work in Courts and/or public inquiries.	Desirable	A
S4	Previous local government experience would be an advantage	Desirable	A

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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 grant agreements or construction contracts	Desirable	A I
S7	Previous experience of dealing with planning advice and agreements	Desirable	A I
<b>Personal attributes and circumstances</b>			
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
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

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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
<b>Communication</b>			
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
<b>Qualifications</b>			
Q1	Successful completion of the Legal Practice Course (LPC)	Essential	C
Q2	A qualified Solicitor or Barrister with a current Practising Certificate	Essential	C
<b>Health and safety</b>			
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

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**

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- 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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