

EMPLOYEE SPECIFICATION



Department: Resources		Section: Legal Services
Post No: RELE01007	Designation: Solicitor/Lawyer (Planning and Regulatory)	Grade: 12 SCP 34-37

Qualification:	
E	A fully qualified Solicitor, Barrister or Fellow of the Chartered Institute of Legal Executives with the ability to practice in England and Wales.
D	General knowledge of law affecting local government.
Knowledge/Skills/Abilities:	
E	Proven knowledge and ability to advise upon and undertake all types of planning work.
E	Ability to draft legal agreements relating to planning.
E	Ability to provide accurate, clear and succinct legal advice in writing and in person to Members, Officers and outside bodies.
E	Experience of relevant enforcement work.
E	Ability to work on own initiative.
E	Ability to work effectively as part of a team.
E	Ability to manage and prioritise own workload.
E	Ability to instruct Counsel.
E	Ability to communicate effectively with people at all levels, internally and externally.
E	Ability to deal with complex issues quickly.
E	Excellent communication and inter-personal skills, both written and oral.
E	Highly self-motivated, capable of dealing with a demanding caseload and deliver consistently to deadlines.
E	Working knowledge of Microsoft Office (Word, Excel).
Experience :	
E	Experience of attending Planning Committee and advising Members
D	At least 3 years' experience of dealing with Town and Country Planning matters.
D	Experience of working on corporate initiatives/projects.
D	Advocacy experience.
Special Requirement:	
E	Occasional evening and weekend work may be required.
D	Hold a current full and valid driving licence.
NB	E Essential
	D Desirable
Date Produced: January 2022.	