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# EMPLOYEE

## SPECIFICATION

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| **Dept:****RESOURCES** | **Section:****LEGAL SERVICES** |
| **Post No:****RELE01002** | **Designation:****CONTRACTS LAWYER** | **Grade; 13** |

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| **Qualification:**E Be a fully qualified solicitor/barrister or Fellow of ILEXE Hold a current practicing certificate/bar equivalent/or equivalentD Hold a current full and valid driving licence |
| **Knowledge/Skills/Abilities:**E Good communicator both verbally and in writing with people at all levels both internal and external to the organisation.E Ability to draft complex contracts and agreements.E Be able to work effectively as a team member and as an individual without supervision.E Be able to organise and to effectively work to deadlines and work under pressure.E Ability to research law and provide accurate advice on relevant issues.E Must be able to anticipate and identify problems to senior management.E Be able to motivate, inspire and mentor staff.E Ability to take responsibility for decision making.D Good knowledge of local government law practices and procedures.D Possess good keyboard skills and be able to use and be familiar with Microsoft Outlook, Teams and the Iden Case Management System. |
| **Experience:**E Significant experience of working in a legal environment.E Significant post qualification experience.D Experience of contributing to and working with an organisation accredited to the Law Society’s Practice Management Standards. |
| NB E Essential D Desirable Date Produced: June 2024 |