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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 ILEX  E Hold a current practicing certificate/bar equivalent/or equivalent  D 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 |