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# EMPLOYEE SPECIFICATION

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| **Directorate**:  RESOURCES | | **Section**:  LEGAL SERVICES | |
| **Position Ref**:  RELE01004 | **Job Title**:  LEGAL SERVICES MANAGER | | **Grade**: 15  **SCP**: 42-43 |

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| **Qualifications**:  (E) Be a fully qualified Solicitor / Barrister or Fellow of ILEX with significant experience  (E) Hold a current practicing certificate / bar equivalent / or equivalent.  (D) Management qualification |
| **Knowledge/Skills/Abilities**:  (E) Very stong personal skills including the ability to plan and prioritise own workload and that of others, to delegate work and to work successfully to deadlines and under pressure  (E) The ability to lead and manage a team, including the ability to supervise the work of others, motivate others and manage their performance  (E) The ability to set strategic objectives and priorities and monitor and evaluate their delivery  (E) The ability to establish appropriate working relationships with Members and Officers at all levels, including the ability to deal appropriately with sensitive or political issues.  (E) Ability to manage and work withing a budget  (E) Good communication skills,including the ability to communicate complex or detailed advice clearly and in an audience-appropriate manner, both verbally and in writing.  (E) A commitment to equal opportunities and an understanding of how to put this into practice.  (E) A commitment to customer care and a proactive approach to client relations and development.  (E) A sound knowledge of local government legislation and procedures.  (E) A positive attitude to change and continuous improvement.  (D) Posess good keyboard skills and be able to use and be familiar with Microsoft Outlook/Teams and the Iken case management system |
| **Experience**:  (E) Significant relevant experience as a Solicitor / Barrister or Fellow of ILEX working in local government, or for local government clients.  (E) Experience of supervising or co-ordinating the work of others.  (E) Experience of attending courts, tribunals and public enquiries, and conducting both criminal and civil litigation enforcement and housing matters.  (D) Experience of advising elected Members and / or Chief Officers at a senior level.  (D) Experience of dealing with Code of Conduct issues including complaints against Elected Members.  (D) Experience of contributing to and working with an organisation accredited to the Law Society’s Practice Management Standars. |
| **Special Requirements**:  (D) Hold a current full and valid driving licence |
| **NB E Essential**  **D Desirable**  **Date Produced:01 April 2025** |