**PERSON SPECIFICATION – ASSISTANT SOLICITOR LE0xxx**

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| REQUIREMENTS AS DESCRIBED IN THE EMPLOYMENT AND EQUAL OPPORTUNITIES POLICY | ESSENTIAL FOR POST | DESIRABLE FOR POST |
| EXPERIENCE | Post qualification experience of handling a substantial caseload of planning related matters. | Experience of work in local government and attendance at committees. Advocacy experience. Experience of other areas of Local Government law/employment law/contracts/procurement/licencing. |
| QUALIFICATIONS | Degree or equivalent exemption. Completion of Legal Practice Course. Completion of Training Contract (at time that the appointment starts). |  |
| TRAINING | Willing to undergo training. Commitment to self-improvement through training. |  |
| SPECIAL KNOWLEDGE | Ability to analyse law and present solutions in a timely fashion. Up to date knowledge of planning law. | Experience of commercial property law and experience dealing with member conduct related matters. |
| PERSONAL CIRCUMSTANCES | Political restriction. Ability to attend evening meetings when required.  Full driving licence and access to own vehicle is required to attend occasional meeting/court/other off-site attendance. |  |
| DISPOSITION AND ATTITUDE | Able to maintain confidentiality.  Displays concern for work quality. Can work with limited supervision. Able to work on own initiative. Flexible. Enthusiastic. Politically sensitive. |  |
| PRACTICAL/INTELLECTUAL | Good communication skills.  Self organised. Good computer skills – familiar with MS Office suite. Problem solver. Ability to successfully achieve deadlines. |  |
| PHYSICAL/SENSORY |  |  |