

Person Specification
Chief Executive's Service
Legal Assistant

Grade: LS13	Post Number: TBC	
ATTRIBUTES	ESSENTIAL	DESIRABLE
EXPERIENCE	<p>Experience of working in one or more of the following areas: Commercial Property, General Commercial, Local Government, Planning, Civil/Criminal Litigation/Data Protection and Information Governance</p> <p>Experience of managing a mixed case load</p> <p>1 year experience as working as in a paralegal or equivalent role</p>	<p>Experience of working in a Local Government legal environment.</p> <p>Advocacy experience</p>
QUALIFICATIONS	<p>Educated to Degree 2:2 level in any subject</p> <p>Or</p> <p>Evidence of study/attainment of professional qualification eg CILEx or legal apprenticeship and in post experience</p>	<p>LPC qualification</p>
SPECIALIST KNOWLEDGE/ SKILLS	<p>Drafting – able to draft complex documents and correspondence using established precedents and from scratch</p> <p>Excellent communication skills – both written and verbal</p>	<p>Working knowledge of FOIA, DPA, UK-GDPR and EIR</p>

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IT SKILLS	Competent in the use of MS Office Suite i.e. Outlook, Word and Excel	Use of case management software Experience of use of database(s): input and retrieval
PERSONAL CHARACTERISTICS	<p>Hard working organised reliable approach with results focus and ability to work to tight deadlines and from own initiative with minimum supervision following training</p> <p>Demonstrable self-starting and flexible approach with “can do will do” attitude.</p> <p>Able to work equally in a team and alone. Recognising when team members need support.</p> <p>Ability to deal with frequent changes of task and urgency levels and to prioritise own workload accordingly to maintain adherence to strict deadlines</p> <p>Able to complete work both efficiently and accurately to a high standard, maintaining attention to detail at all times.</p> <p>Able to demonstrate integrity when dealing with information, maintaining confidentiality at all times</p> <p>Customer service focussed with good communication skills in both written and verbal</p> <p>An understanding of, and commitment to equal opportunities, and the ability to apply this to all situations.</p>	
SPECIAL WORKING CONDITIONS	Ability to work remotely, utilising communication technologies and other practices in place of face to	

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	face communication and in an office environment	
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PREPARED BY: Gemma Pearce

DESIGNATION: Legal Services Manager

DATE: Sept 2023

REVIEWED BY: Sara Pregon

DESIGNATION: Monitoring Officer and Head of Chief Executive Department

DATE: October 2024