

PERSON SPECIFICATION

Job Title:	Legal Officer	Grade:	8
Directorate:	Chief Executive	Service:	Legal & Governance
Post No:	LO01	Date of Issue:	September 2026
Responsible to:	Senior Lawyer		
Responsible for:	N/A		

FACTOR	CRITERIA	ESSENTIAL	DESIRABLE	HOW ASSESSED
ACAD EMIC / VOCAT IONAL	Qualifying Law Degree or equivalent vocational legal experience	☐		A/D
SPECIALIST KNOWLEDGE	Good knowledge of at least two of the following areas of law (role dependent): Planning / Regulatory/ Local Government / Conveyancing and Land Law / Contract / Procurement /Information Governance / Licensing / Environmental law /Employment law / Litigation practice and procedure including Civil and Criminal matters	☐		A/I
	Knowledge of specialist legal case management systems		☐	A/I
	Politically astute and aware with the ability to assimilate issues, developments and sensitivities locally, regionally and nationally and have appropriate regard to the same in carrying out the role		☐	A/I
	Ability to demonstrate continuous professional development within field.	☐		A/D/I
RELEVANT EXPERIENCE	At least 3 years vocational experience	☐		A/D/I
	Local Government experience.		☐	A/I
	Taking the initiative in influencing and working effectively with senior officers, elected members from across the political spectrum and external partners and stakeholders to deliver effective and pragmatic results.		☐	A/I
	Competent in the use of service specific software applications, ICT generally and aware of digital	☐		A/I

FACTOR	CRITERIA	ESSENTIAL	DESIRABLE	HOW ASSESSED
	tools available to assist in service delivery improvements.			
	Able to work evening and weekends when the work demands, in order to meet statutory deadlines and other service needs	☐		A/I
	Willing to undertake relevant professional development that may travel and overnight stays.	☐		A/I
SPECIAL CONDITIONS	Access to a vehicle suitable for business use and a full driving licence.		☐	A/I/D
	Highly motivated and robust under pressure. Able to effectively plan and manage own and others' workloads, set challenging but achievable and measurable goals, deal with competing priorities, monitor outcomes, accept and deliver constructive criticism and adjust accordingly	☐		A/I
	Excellent oral and written communication skills and listening skills. Able to communicate information clearly, accurately, positively and in a timely manner with the ability to adapt delivery style in light of the intended audience.	☐		A/I
GENERAL SKILLS AND ATRIBUTES	Able to model a public service ethos focussed on engagement with and delivery of better outcomes to citizens, councillors and other stakeholders	☐		A/I
	Demonstrate high standards of personal and professional conduct to be a role model to others and set a trusting, supportive and empathetic culture that values and respects differences, promotes equality of opportunity, empowers and enables staff, holds them accountable, encourages feedback and the ownership, evaluation and learning from mistakes.	☐		A/I
	Ability to demonstrate day to day embodiment of corporate values	☐		A/I
	Ability to deliver on corporate expectations around the management of health & safety, risk, information governance and other similar corporate governance controls	☐		A/I

Key:

A	=	Application
I	=	Interview and /or Test
D	=	Documentation