



Stafford
BOROUGH COUNCIL

working together

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE	ASSESSMENT METHOD I = Interview T = Test/Assessment QC = Qualification Certificate AF = Application Form
EDUCATION	Solicitor/Barrister or Chartered Legal Executive (Fellow) qualified to practice in the United Kingdom.		AF/QC
WORK EXPERIENCE	Experience in providing legal advice and services in the area of Town and Country Planning.	<p>Experience of providing legal advice and support in other areas of law relevant to district council functions.</p> <p>Experience of staff supervision.</p> <p>Experience in a local government or other public sector organisation.</p>	AF/I

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COMMUNICATION	<p>The ability to converse at ease with members of the public and provide advice in accurate spoken English.</p> <p>Excellent written and oral communication skills</p>		AF/I
SPECIFIC SKILLS	<p>Ability to work in a political environment.</p> <p>Good interpersonal skills.</p> <p>Demonstrable experience and knowledge of Microsoft Office packages such as Excel, Word and Outlook.</p>	<p>Good working knowledge of law and legal processes across a range of areas relevant to the district councils functions.</p> <p>Driving licence.</p> <p>Experience of using Iken case management system.</p>	AF/I

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PERSONAL QUALITIES	<p>Ability to work under pressure and to deadlines.</p> <p>Analytical approach to problem solving</p> <p>Ability to work well with a team and inspire others.</p> <p>Constructive attitude.</p>		AF/I
OTHER CRITERIA	Ability to travel between sites as and when required.		AF/I