

Legal and Community Planning and Regulatory Lawyer Person Specification

Date issued: 24 February 2022

Level 1 (Grade 9)

Category	Essential Job Requirements	Desirable Job Requirements	Method of Testing
<p>Job Related Skills and Knowledge:</p>	<p>Experience; Experience in effective handling of case load relating to planning and regulatory matters</p> <p>Experience in and a good knowledge of all aspects of planning and regulatory law</p> <p>Experience in drafting agreements and dealing with complex planning and regulatory related contractual matters</p> <p>Experience in the research and giving of advice in matters relating to planning or regulatory law and related contracts</p>	<p>Experience; Previous experience in local government</p> <p>Experience instructing Counsel</p> <p>Previous experience of non-contested advocacy</p> <p>Previous experience of appearing at Planning Inquiries</p> <p>Experience in one or more of the other areas of legal work undertaken by a District Council including the following: conveyancing and property, contracts and procurement, environmental, housing, licensing, litigation, prosecutions, enforcement, employment, traffic, and administrative law</p>	<p>All Application Form / Interview</p>

Education/Qualifications;

Admitted qualified Solicitor or Barrister or Fellow of the Institute of Legal Executives

2.2 (and above) Degree in law or equivalent degree and first-time pass in Common Professional Examination (CPE) or Graduate Diploma (GDL) (Law conversions).

A current practising certificate or eligibility for a current practising certificate.

Other Job Related Skills & Knowledge;

Good knowledge of relevant legislation pertaining to the legal areas associated with the post and the decision-making processes and procedures.

Good understanding of current issues and best practice delivery relevant to the services areas.

Knowledge of governance arrangements.

Ability to effectively carry a caseload of planning and regulatory law

Ability to effectively conduct meetings and advise on planning matters

Good analytical skills

Education/Qualifications;

Other Job Related Skills & Knowledge;

A good working knowledge of local authority, constitutional and administrative law and procedures

Knowledge of procedures in the Magistrates and County Courts

Ability to contribute to a team and motivate to work to agreed professional standards

Ability to effectively carry a mixed caseload of planning law and one or more of the other areas of legal work undertaken by the District Council including the following: conveyancing and property, contracts and procurement, environmental, housing, licensing, litigation, prosecutions, enforcement, employment, traffic, and administrative law

Education/Qualifications;

Application Form /Interview /Certificates

Other Job Related Skills & Knowledge;

All Application Form / Interview

	<p>Ability to draft complex and substantial documentation on behalf of the Council, instructions to Counsel and reports.</p> <p>Understanding the role of legal services and how it can contribute to the effectiveness of the Council.</p> <p>IT proficiency in particular Microsoft Office, online legal libraries and general case management systems.</p> <p>To use and assist others in the use of information technology systems to carry out duties in the most efficient and effective manner.</p>		
Planning & Organising Skills:	<p>Ability to maintain and run office procedures and systems</p> <p>Excellent time management skills.</p> <p>Ability to work under pressure, using initiative and adopting a proactive solution focused approach.</p> <p>Ability to manage own caseload with minimal supervision and to work effectively to high professional standards, including being able to respond quickly and accurately to urgent matters and meet deadlines.</p>		Application Form / Interview
Communication Skills:	<p>Effective presentation and communication skills, verbal and written.</p>		Application Form / Interview/ Presentation

	<p>Ability to present advice in a way which is constructive, comprehensible, pragmatic and helpful</p> <p>Experience of working as part of a team</p> <p>Experience of influencing others to adopt advice and guidance.</p> <p>Ability to communicate effectively with a wide range of stakeholders and contacts at all levels</p> <p>Able to cultivate good working relationships with officers, members and professionals of external organisations</p> <p>Excellent interpersonal skills, with the ability to deal with members, other clients and colleagues with courtesy, tact and sensitivity</p> <p>Confident in conversing/ communicating in fluent English which to an excellent standard so as to fulfil all spoken and written aspects of the role.</p> <p>Political and corporate sensitivity, with the ability to exercise discretion, judgement and confidentiality when dealing with local government members and officers at every level.</p> <p>.</p>		Application Form / Interview
--	---	--	------------------------------

<p>Problem Solving Skills & Accountability:</p>	<p>Ability to respond quickly and appropriately under stress</p> <p>Flexibility and the ability to meet urgent deadlines.</p> <p>Responding effectively to the changing needs of officers and members.</p>		<p>Application Form / Interview</p>
<p>Other Requirements:</p>	<p>Ability to contribute to the ongoing development of the Service.</p> <p>To achieve agreed services outcomes and personal appraisal targets as agreed by the Legal Regulatory Team Manager.</p> <p>A can do and customer focused approach and attitude.</p> <p>To attend court hearings and off site meetings.</p> <p>A commitment to further professional development and that of the service.</p> <p>Ability to demonstrate the Council's values and behaviours.</p> <p>Ability to attend the offices out of hours when required, to attend evening meetings and assist in the event of an emergency.</p> <p>Ability to work occasional unsociable hours</p>		

Level 2 (Grade 10)

Category	Essential Job Requirements	Desirable Job Requirements	Method of Testing
<p>Job Related Skills and Knowledge:</p>	<p>Experience of conducting a full varied challenging and demanding caseload of complex and sensitive legal issues</p> <p>Effective presentation and communication skills, verbal and written</p> <p>Ability to present advice in a way which is constructive, comprehensible, pragmatic and helpful</p> <p>Experience of advising at committees, particularly Planning Control Committees</p> <p>Experience of conducting a complex and varied caseload of Planning matters and one or more of the other areas of legal work undertaken by the District Council</p> <p>Ability to maintain and run office procedures and systems</p> <p>Experience of developing staff to perform to the highest standards</p>	<p>Ability to prioritise work effectively</p> <p>Awareness of a regulatory framework and how to apply it</p> <p>Understanding of the role of legal advisor in public forum</p> <p>Awareness of Standards / Code of Conduct issues and understanding of the role of the Monitoring Officer</p> <p>Knowledge of local authority law</p> <p>Experience of dealing directly with and advising Elected Members and/or senior officers</p> <p>Experience of training Members or other Officers</p> <p>Experience of advising in a public forum (i.e.: Committees)</p> <p>Experience of working and advising in a politically sensitive environment</p>	<p>All Application Form/Interview</p>

	<p>Confident in conversing/ communicating in fluent English to an excellent standard so as to fulfil all spoken and written aspects of the role.</p>		
	<p>Experience:</p> <p>Research into complex areas of law</p> <p>Drafting experience relating to complex Planning matters including section 106 or other planning agreements and either property, contracts or pleadings</p> <p>Experience of instructing Counsel</p> <p>Demonstrable experience of advising clearly and to the highest standards</p> <p>Excellent, well-developed communication skills, verbal and written, including the ability to influence others</p> <p>Experience of collaborative working with other partners and other local authorities</p> <p>Experience of presenting advice in a way which is constructive, comprehensible, pragmatic and helpful</p> <p>Experience of prioritising work effectively</p> <p>Experience of using own initiative</p>	<p>Microsoft package experience</p> <p>Experience of dealing directly with and advising Elected Members and /or senior officers</p> <p>Experience of training Members or other Officers</p> <p>Experience of advising in a public forum (ie: Committee)</p> <p>Experience of working and advising in a politically sensitive environment</p> <p>Uncontested and contested advocacy in Magistrates and County Court or tribunals</p>	<p>All Application Form/Interview</p>

<p>Education / Qualifications:</p>	<p>2.2 (and above) Degree in law or equivalent degree and first time pass in Common Professional Examination (CPE) or Graduate Diploma (GDL) (Law conversions).</p> <p>Admitted qualified Solicitor or Barrister</p> <p>Minimum of two years post qualification experience</p> <p>A current practising certificate.</p>	<p>Be studying for or have achieved the Law Society Diploma in Local Government Law and Practice.</p>	<p>Application Form/Interview/Certificates</p>
<p>Other Requirements:</p>	<p>To attend meetings of the Council or Committees as required</p> <p>Demonstrated experience of responding quickly and appropriately under stress</p> <p>Ability to work occasional unsociable hours</p> <p>Confident in conversing in fluent English which is sufficient to fulfil all spoken aspects of the role.</p>	<p>Ability to supervise for the Legal Regulatory Team Manager as and when required</p> <p>Experience of developing staff in their professional capacity to perform to the highest standards</p>	

Level 3 (Grade 11) [in addition to Grade 9 and 10 requirements]

Category	Essential Job Requirements	Desirable Job Requirements	Method of Testing
<p>Job Related Skills and Knowledge:</p>	<p>Experience Substantial experience of effectively conducting a complex case load without supervision</p> <p>Substantial experience of complex litigation, including advocacy experience</p> <p>Substantial experience of dealing directly with and advising Elected Members and/or senior officers</p> <p>Substantial experience of advising at Committee</p> <p>Substantial experience of advising clearly and to the highest standards</p> <p>Demonstrable experience of advising variety of clients, including Members and senior management</p> <p>Experience of providing effective, supportive supervision</p> <p>Experience of working as part of a team and on own</p>	<p>Experience Ability and willingness to gain experience in more than one of the following areas: property, environmental, licensing, contract or administrative law</p> <p>Ability to operate in a political environment</p> <p>Knowledge of local authority law and practice</p> <p>Operating within an effective appraisal system</p> <p>Conducting and participating in public speaking events</p> <p>Practiced in producing practical, useful management information</p> <p>Experience of effectively supervising a small team to achieve agreed targets and standards, motivating and supervising as necessary</p>	<p>All Application Form/Interview</p>

	<p>Experience of working effectively and efficiently when under pressure.</p> <p>Experience of developing staff to perform to the highest standards</p> <p>Extensive post qualification experience.</p> <p>Extensive experience of working in a local government legal environment</p> <p>Experience in instructing Counsel and of Crown Court hearings and procedures</p> <p>To assist the Monitoring Officer pertaining to governance and code of conduct matters as required</p> <p>Education/Qualifications 2.2 and above Degree in law or equivalent degree and first time pass in Common Professional Examination (CPE) or Graduate Diploma (GDL) (Law conversions).</p> <p>Qualified Solicitor or Barrister.</p> <p>At least 3 years post qualification experience.</p> <p>A current practising certificate.</p>	<p>Education/Qualifications Diploma in Local Government Law</p>	
<p>Planning and Organising Skills</p>	<p>Good time management skills</p>		<p>Application Form / Interview</p>

Communication Skills

Effective, well-developed communication skills, verbal and written, including the ability to influence others

Confident in conversing/ communicating in fluent English to an excellent standard so as to fulfil all spoken and written aspects of the role.

Other Requirements:

Ability to work within teams; nurturing talent and creating opportunities for services and individuals to excel

Application Form / Interview

Application Form / Interview