

| Person Specification      |
|---------------------------|
| Chief Executive's Service |
| Legal Assistant           |

| Grade: LS13                         | Post Number: TBC                                                                                                                                                                                                                                                                                                                 |                                                                                                  |
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| ATTRIBUTES                          | ESSENTIAL                                                                                                                                                                                                                                                                                                                        | DESIRABLE                                                                                        |
| <b>EXPERIENCE</b>                   | <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 working in a paralegal or equivalent role</p> | <p>Experience of working in a Local Government legal environment.</p> <p>Advocacy experience</p> |
| <b>QUALIFICATIONS</b>               | <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>                                                                                                                                           | LPC qualification                                                                                |
| <b>SPECIALIST KNOWLEDGE/ SKILLS</b> | <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>                                                                                                                                               | Working knowledge of FOIA, DPA, UK-GDPR and EIR                                                  |

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| <b>IT SKILLS</b>                  | Competent in the use of MS Office Suite i.e. Outlook, Word and Excel                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <p>Use of case management software</p> <p>Experience of use of database(s): input and retrieval</p> |
| <b>PERSONAL CHARACTERISTICS</b>   | <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> |                                                                                                     |
| <b>SPECIAL WORKING CONDITIONS</b> | Ability to work both remotely, utilising communication technologies and in an office environment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                     |

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PREPARED BY: Rachel Clack  
DESIGNATION: Legal Services Manager

DATE: August 2025

REVIEWED BY: Sara Pregon

DESIGNATION: Monitoring Officer and Head of Chief Executive Department

DATE: August 2025