

Chief Executive
Legal Services
Solicitor or Chartered Legal Executive

Grade: LS10/9	Post Number: 6155	
ATTRIBUTES	ESSENTIAL	DESIRABLE
EXPERIENCE	<p>Experience of one or more of the following areas of law:</p> <ul style="list-style-type: none"> property transactions (sale and purchase/commercial) planning housing litigation regulatory prosecutions contract/procurement civil litigation 	<p>Experience of working in a Local Government legal environment.</p> <p>Advocacy in the Magistrates and County Courts.</p> <p>Use of case management software</p>
QUALIFICATIONS	Admitted Solicitor, Barrister or Chartered Legal Executive	
SPECIALIST KNOWLEDGE/ SKILLS	<p>Demonstrable experience in non-contentious/contentious legal work.</p> <p>Drafting a range of legal documents relevant to contentious and non-contentious workload.</p> <p>Understanding of the law relating to Data Protection and Information Sharing.</p> <p>Legal research and analysis.</p> <p>Excellent written and oral communication skills.</p>	<p>Able Advocate.</p> <p>General knowledge of the law and practice of Local Government administration.</p> <p>Experience of non-contentious matters including drafting of contracts and/or agreements.</p> <p>Drafting of policies.</p>

OFFICIAL

IT SKILLS	<p>Competent in the use of MS Office Suite i.e. Outlook, Word and Excel</p> <p>Online legal research</p>	Competent is the use of time recording/case management packages
PERSONAL CHARACTERISTICS	<p>Demonstrable self-starting and flexible approach with “can do will do” attitude.</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>Ability to work well in a small team without supervision.</p> <p>Customer service focussed with good communication skills.</p> <p>An understanding of, and commitment to equal opportunities, and the ability to apply this to all situations.</p>	
SPECIAL WORKING CONDITIONS	<p>Ability to work remotely, utilising communication technologies and other practices.</p>	

REVIEWED BY: Sara Pregon
DESIGNATION: Monitoring Officer and Head of Chief Executive’s Department

DATE: August 2025