



PERSON SPECIFICATION - ONE LEGAL

<p>Post Title: Monitoring Officer Directorate: One Legal</p>	<p>Post No: Grade:</p>		
<p>Essential (E)/Desirable (D)</p> <table border="0"> <tr> <td style="vertical-align: top; width: 50%;"> <p>Qualifications Practising Solicitor or Barrister or FCILEX / CILEX with rights of audience (E) Record of CPD (E)</p> <p>Aptitudes/Skills Excellent written and verbal communication skills to convey detailed advice, explain complex principles and present cases to a wide range of audiences (E) Excellent inter-personal skills to develop and maintain effective working relationships with team members and a wide range of internal and external stakeholders (E) Sound judgement in provision of clear and authoritative advice in a variety of forum and at short notice (E) Advanced ability to analyse and solve a variety of complex problems with minimal supervision and without reference to precedents (E) Excellent original drafting skills without access to precedents (E) Able to effectively plan and prioritise own varied and significant caseload and to assist colleagues do likewise (E) Strong ability to manage and supervise legal staff and to delegate work effectively (E) Skilled in identifying and managing legal and corporate risk in all work undertaken (E)</p> </td><td style="vertical-align: top; width: 50%;"> <p>Experience Substantial and advanced experience of significant and complex multi-disciplinary monitoring officer work, legislation and policy in relation to all the areas of primary responsibility (E) Substantial experience in at least two of the areas of secondary responsibility (E) Previous experience of legal work in local government/public sector (E) Experience of working with elected members (E)</p> <p>Personal Qualities Self-motivated and able to motivate others (E) Strong customer focus (E) Team orientated (E) Calm, helpful and co-operative disposition (E) Flexible in terms of responsibility and whatever it takes to get the job done (E) Able to use own initiative and work with minimal supervision (E) Able to work in a pressured environment, deal with multiple tasks and remain focused on service delivery (E) Strong understanding of and commitment to governance principles and organisational values (E)</p> </td></tr> </table>		<p>Qualifications Practising Solicitor or Barrister or FCILEX / CILEX with rights of audience (E) Record of CPD (E)</p> <p>Aptitudes/Skills Excellent written and verbal communication skills to convey detailed advice, explain complex principles and present cases to a wide range of audiences (E) Excellent inter-personal skills to develop and maintain effective working relationships with team members and a wide range of internal and external stakeholders (E) Sound judgement in provision of clear and authoritative advice in a variety of forum and at short notice (E) Advanced ability to analyse and solve a variety of complex problems with minimal supervision and without reference to precedents (E) Excellent original drafting skills without access to precedents (E) Able to effectively plan and prioritise own varied and significant caseload and to assist colleagues do likewise (E) Strong ability to manage and supervise legal staff and to delegate work effectively (E) Skilled in identifying and managing legal and corporate risk in all work undertaken (E)</p>	<p>Experience Substantial and advanced experience of significant and complex multi-disciplinary monitoring officer work, legislation and policy in relation to all the areas of primary responsibility (E) Substantial experience in at least two of the areas of secondary responsibility (E) Previous experience of legal work in local government/public sector (E) Experience of working with elected members (E)</p> <p>Personal Qualities Self-motivated and able to motivate others (E) Strong customer focus (E) Team orientated (E) Calm, helpful and co-operative disposition (E) Flexible in terms of responsibility and whatever it takes to get the job done (E) Able to use own initiative and work with minimal supervision (E) Able to work in a pressured environment, deal with multiple tasks and remain focused on service delivery (E) Strong understanding of and commitment to governance principles and organisational values (E)</p>
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Good IT skills to utilise work systems and
Microsoft Office applications (E)
Good keyboard skills to input data precisely and
draft complex documentation (E)
Project management skills (D)

Any other (not specified above)

Commitment to the principles of equality, diversity, risk management and health and safety (E)
Full Driving Licence with use of motor vehicle (E)
Regular local travel and travel to client places of business (E)
Commitment to working for multiple clients and from multiple locations (E)
Out of hours working to attend meetings and meet peak workloads (E)