

CASTLE POINT BOROUGH COUNCIL

Governance & Law Department

Post. No: LG03

Post Title: Legal Executive

PERSON SPECIFICATION

	Essential	Desirable	How evidenced
EXPERIENCE			
Demonstrate experience required to handle complex and sensitive legal matters	*		A/I
Demonstrate a full understanding, awareness and commitment to the importance of equality and diversity	*		A/I
SKILLS/ABILITIES			
Good knowledge and understanding of the public sector		*	I
Sensitivity and commitment to public sector ethics and standards	*		I
Work under pressure with timescales and difficult cases	*		I
Prioritise and deliver own work	*		I
Work unsupervised	*		I
Display enthusiasm, motivation and confidence	*		A/I
KNOWLEDGE			
Knowledge of Local Government Law and Administration		*	A/I
An understanding of Local Government		*	A/I
QUALIFICATIONS (indicate which is relevant)			
CILEX	*		A/C
ADDITIONAL INFORMATION			
Able to attend Court Hearings and appear as advocate	*		
Full driving licence and access to a vehicle	*		A/I
Suitable to work with or near children and/or vulnerable adults.		*	I
Able to promote and safeguard the welfare of children, young persons and vulnerable adults you come into contact with		*	I

Date:.....

The “How evidenced” column indicates how the criteria will be assessed as follows:-

A = Application form C = Certificates I = Interview
R = References S = Selection test