

Role Specification – Legal Specialist

Service Area	Support Services
Role Title	<ul style="list-style-type: none">• Legal Specialist
Role Family	<ul style="list-style-type: none">• Specialist
Location	<ul style="list-style-type: none">• Oxted/Agile
Operational Reporting Line	<ul style="list-style-type: none">• Support Services Manager
Functional Reporting Line	<ul style="list-style-type: none">• Legal Lead Specialist
Grade	<ul style="list-style-type: none">• M2 - M4

Service Area Purpose

Support Services provide professional and efficient support and advice to internal customers across the Council to improve performance and enable them in delivering the Council's ambitions. Support Services embeds effective customer services, case management systems and specialist advice in line with the new operating model.

Specific Responsibilities

- Act as a Business Partner for one or more subject/specialist area(s) working with teams across the organisation.
- Provide technical mentoring and support, encourage transfer of specialist knowledge, share best practice, new legislation and associated changes to processes and scripts and have oversight of the end to end process or customer journey and related contract.

Person Specification

M2:

Qualifications / Education

Essential	Desirable
<ul style="list-style-type: none"> Educated to degree-level or equivalent relevant professional qualifications or expertise 	<ul style="list-style-type: none"> Qualified solicitor or Qualified Legal Executive

Experience

Essential	Desirable
<ul style="list-style-type: none"> Professional competence / expertise and proven legal experience, with the ability to apply knowledge across a range of activities in the service area. Operational legal experience in a generalist role or through general management experience. Legal experience in local government related areas. Experience of advocacy. Managing conflicting priorities, sometimes under pressure. Partnership working. Understanding of data protection. Understanding of equality and diversity. 	<ul style="list-style-type: none"> Some experience in making a contribution to the formation of policy/ service development and/or implementation. Some experience in delivery of performance improvement in Legal. Working in a matrix environment where cross team and corporate working are essential

Key Skills and Knowledge

Essential
<ul style="list-style-type: none"> Good understanding of key legislation and practice applicable to the local government environment. Understanding and knowledge of legislation relating to planning and development issues. Good influencing skills with ability to provide detailed advice and explain the Council's position on particular issues. Ability to assimilate complex as well as difficult/varied information and to exercise judgement and creative thinking in resolving of difficult problems and developing solutions. Ability to deliver results and performance improvements. Ability to build trust and rapport with a wide range of individuals. Ability to deliver high levels of stakeholder and customer service. Ability to motivate and act as a champion for change. Ability to think innovatively and practically.

- Report writing skills.
- Proficient in MS Office

M3:

All of the above and

Experience

Essential	Desirable
<ul style="list-style-type: none"> • Professional competence / expertise and considerable experience, with the ability to apply knowledge across a range of activities in the service area. • Considerable operational legal experience in a generalist role or through general management experience. • Some experience in contributing to policy/service development and/or implementation 	<ul style="list-style-type: none"> • Experience of delivering performance improvement in Legal.

Key Skills and Knowledge

Essential
<ul style="list-style-type: none"> • Good knowledge and understanding of key legislation and practice applicable to the local government environment. • Good knowledge and understanding of legislation relating to planning and development issues..

M4:

All of the above and

Experience

Essential	Desirable
<ul style="list-style-type: none"> • Advanced professional competence / expertise and proven legal experience, with the ability to apply knowledge across a range of activities in the service area. • Substantial operational legal experience in a generalist role or through general management experience. 	<ul style="list-style-type: none"> • Some experience in making a substantial contribution to the formation of policy/ service development and/or implementation..

Key Skills and Knowledge

Essential

- Advanced specialist knowledge of key legislation and practice applicable to the local government environment.
- Advanced specialist knowledge of legislation relating to planning and development issues.
- Good influencing skills with ability to provide detailed specialist advice and explain the Council's position and communicate on the Council's behalf on a number of issues.