

Person Specification for Head of Legal Service and Monitoring Officer

	Essential (E) or Desirable (D)
<u>Qualifications and Training</u>	
Educated to post graduate degree level or equivalent relevant qualification or experience	E
Solicitor, Barrister or Fellow (or equivalent) of the Institute of Legal Executives qualified to practice, and/or leadership and management qualifications with demonstrable continuing professional development (Membership of relevant professional bodies desirable).	E
<u>Experience</u>	
Seasoned professional in Legal Services, with a breadth of understanding of all areas that the role covers and experience of being the designated Monitoring Officer for a Local Authority.	E
In-depth understanding of regulations/legislation and best practice within the Legal Services arena and the wider sector, with a thorough understanding of national and local government developments, policy, and emerging trends.	E
Experience of creating long lasting relationships and being able to work across departmental and organisational boundaries to collaborate with and influence key stakeholders, building support for ideas and initiatives behind the scenes to support the implementation of solutions across other public bodies, government, the private sector and the third sector.	E
Strong organisational and political acumen, with the ability to work with elected Members and interest groups to build consensus and shape services.	E
To lead and manage a team including principal lawyers, lawyers and legal assistant, allocating work, making arrangements for supervision and monitoring, providing advice, guidance and assistance as required.	E
Experience in overseeing appraisal and performance management of staff.	E
To take a proactive approach to ensuring that the decision making processes and governance of the Council is in accordance with best practice and the law.	E
Experience of managing and undertaking interdepartmental initiatives and complex projects	E
Experience of managing financial budgets	E
Proven ability to negotiate and influence in demanding environments	E
Proven ability to gain trust and respect of all stakeholders	E
Good understanding and practical experience of committee and electoral administration work	D
<u>Knowledge / Skills / Attributes</u>	
Excellent team player	E
Excellent analytical and written skills	E

A strong and effective manager, who leads by example and is an effective communicator, determined, positive and approachable	E
Good inter-personal skills	E
Ability to work under pressure and to tight deadlines	E
Ability to work with minimum supervision	E
To develop and maintain effective relationships with key partners and stakeholders in order to deliver excellent services for the people of Epsom and Ewell	E
Willingness to act flexibly, corporately and collaboratively	E
A strategic thinker with a creative and innovative approach	E
IT literate – Microsoft Office (Word, Excel, PowerPoint)	E
Attention to detail	E
<u>Special Requirements</u>	
No contra-indications in personal background or criminal record indicating unsuitability to work (DBS check required)	E
Must be legally entitled to work in the UK.	E
Flexibility to work variable hours including evening attendance at Committee and Council meeting	E
To be an active member of the Leadership Team and work with colleagues to deliver the Council's key priority targets and objectives.	E