



ADUR & WORTHING
COUNCILS

PERSON SPECIFICATION

AUTHORITY:	Employed by Adur District Council to provide a service to both Adur District Council and Worthing Borough Council
DIRECTORATE:	Digital and Resources
SECTION:	Legal Services
POST TITLE:	Assistant Lawyer (Property & Contracts Team)
POST NUMBER:	42325
ACCOUNTABLE TO:	Senior Solicitor and Deputy Monitoring Officer (Property & Contracts Team)
LEADERSHIP RESPONSIBILITY FOR:	As allocated, from time to time

AREA	REQUIREMENTS	
Qualifications	Essential	Desirable
	Qualified and practising Solicitor, Barrister or Legal Executive.	
Knowledge & Experience		
	(a) Experience in at least one of the following areas of law: (i) Property matters; (ii) Contract matters; (iii) Procurement Law	Knowledge and experience of Local Government Law and practice.

Skills		
Communication and Relationships	(a) Proven commercial skills (b) Excellent communication skills, including the ability to explain complex legal issues in a readily understood manner; (c) Strong negotiation skills (d) Report writing skills	Proven ability to show political sensitivity
Analytical and judgmental	(a) Proven ability to apply the law to complex issues; (b) Proven ability to find solutions to problems.	
Planning	Proven ability to prioritise work appropriately Resilience in managing workload pressures	
IT	Proven ability to use standard IT packages	Experience of using Legal Case Management System

Abilities		
Physical	Ability to attend evening meetings on an occasional basis	
Mental	(a) Ability to draft complex legal documentation; (b) Ability and flexibility to embrace new areas of law and concepts; (c) Ability and motivation to develop own skills.	
Emotional	Ability to adapt to change	
Working conditions	Ability to hot desk and work remotely, if required	
Other: <ul style="list-style-type: none"> • High degree of political sensibility • Commitment to equality of opportunity and experience of putting equality policies into practice. 		

Person Specification agreed by:

Post holder (Print name):	
Signature:	
Date:	
Head of Service (Print name):	
Signature:	
Date:	