



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:	Senior Lawyer and Deputy Monitoring Officer (Litigation & Regulatory Team)
POST NUMBER:	TBC
ACCOUNTABLE TO:	Head of Legal Services & Monitoring Officer
LEADERSHIP RESPONSIBILITY FOR:	Leadership of Legal Services Litigation & Regulatory Team, and any other staff allocated to the post from time to time. Collective leadership of Adur and Worthing Councils' Legal Services Section.

AREA	REQUIREMENTS	
Qualifications	Essential	Desirable
	Qualified and practising Solicitor, Barrister or Chartered Legal Executive, for at least three years.	
Knowledge & Experience		
	(a) Proven ability to develop leadership skills.	Relevant leadership experience
	(b) Substantial knowledge and experience of local government law and practice.	
	(c) Significant experience in at least two of the following	

	<p>areas of law gained in a local authority setting:</p> <ul style="list-style-type: none"> (i) Local Authority Prosecutions; (ii) Freedom of Information and Data Protection; (iii) Planning; (iv) Employment Law; (v) Licensing; (vi) ASB; (vii) Housing; (viii) Debt Recovery; (ix) Environmental Law 	
	(d) Knowledge of Constitutional Law and Monitoring Officer matters	Some experience of dealing with Monitoring Officer matters
	(e) Advocacy experience	

Skills		
Communication and Relationships	<ul style="list-style-type: none"> (a) Excellent communication skills, including the ability to explain complex legal issues in a readily understood manner; (b) Strong negotiation and presentational skills; (c) Proven ability to show political sensitivity 	Experience of providing legal advice at Council and Committee meetings
Analytical and judgmental	<ul style="list-style-type: none"> (a) Proven ability to apply the law to complex issues. (b) Proven ability to find solutions to problems. 	
Planning	<ul style="list-style-type: none"> (a) Proven ability to prioritise work appropriately; (b) Ability to work with minimum supervision 	
IT	Proven ability to use standard IT packages	Experience of using Legal Case Management System

Abilities		
Physical	(a) Ability to attend evening meetings on a regular 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 and those of others	
Emotional	(a) Ability to adapt to change and assist others in the change management process; (b) Ability to lead, motivate and coach/mentor others	(a) Experience of change management; (b) Experience of leading, coaching or mentoring a team
Working conditions	Ability to hot-desk and work remotely, if required	
Other: <ul style="list-style-type: none"> • High degree of political sensitivity • Commitment to equality of opportunity and experience of putting equalities policies into practice. 		