

PERSON SPECIFICATION

DRAFT

Job Title	Principal Lawyer - Contracts	Job Number	
Directorate	Law and Governance	Location	Various Locations
Completed By	Maria Bundy Property and Contracts Team Leader	Date	October 2019

Criteria <i>(insert/delete rows as required)</i>	Indicate by ✓		Measured By
	Essential	Desirable	
Qualifications and Experience Academic, technical and professional			
• Solicitor of the Senior Court or Barrister or Fellow of the Chartered Institute of Legal Executives	✓		Practising Certificate
• Holder of the Local Government Diploma		✓	Certificate
• Significant PQE in contract and procurement law	✓		Application/Interview
Work Experience & Attainments Previous work experience relevant to the job			
• A qualified Solicitor/Barrister or Fellow of the Chartered Institute of Legal Executives with significant post-qualification experience in a senior capacity in contract and procurement law	✓		Application/Interview
• Experience of having conduct of complex high value contract and procurement matters	✓		Application/Interview
• Experience of working with service providers		✓	Application/Interview
• Experience of working as part of a project team		✓	Application/Interview
• General local government law experience		✓	Application/Interview
• Ideally both the essential and desirable experience should have been obtained through working within a local authority		✓	Application/Interview
Skills and Competencies			
• Ability to express complicated legal issues to lay clients in plain english and have proven legal drafting skills.	✓		Application/Interview

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Criteria <i>(insert/delete rows as required)</i>	Indicate by ✓		Measured By
	Essential	Desirable	
<ul style="list-style-type: none"> Ability to lead, train and mentor junior staff and provide training to clients and peers. 	✓		Application/Interview
<ul style="list-style-type: none"> Must be pro-active, have a “can-do” attitude and the ability to both work with, and command the respect of elected members, clients and colleagues 	✓		Application/Interview
<ul style="list-style-type: none"> Ability to balance a heavy workload with competing priorities, ensuring that all deadlines are met and procedures followed correctly. 	✓		Application/Interview
<ul style="list-style-type: none"> Ability to demonstrate detailed case and time management skills. 	✓		Application/Interview
<ul style="list-style-type: none"> Ability to demonstrate effective team working both within a legal services practice and on a corporate basis. 	✓		Application/Interview
PC/Computer Literacy Job content relating to this			
<ul style="list-style-type: none"> The postholder should be confident and have a working knowledge of MS office based software and working exclusively in an internet enabled and paper light environment with an electronic legal case management system. 	✓		Application/Interview
Circumstances Location, flexibility and mobility; other circumstances specific to the job			
<ul style="list-style-type: none"> The postholder will be required to work from both Basingstoke and Deane Borough Council and other client locations to whom we provide a service 	✓		Application/Interview
<ul style="list-style-type: none"> Postholder should have a clean driving licence. 		✓	Application/Interview
<ul style="list-style-type: none"> To ensure that service delivery complies with current regulations, accepted professional standards, the council's policies and procedures and appropriate legislation (including legislation on equalities, health and safety and safeguarding children and vulnerable adults)'. 	✓		Interview