

PERSON SPECIFICATION

Job Title	Paralegal – Information Governance	Job Number	
Directorate	Law and Governance	Location	
Completed By	Team Leader – Planning and Litigation	Date	January 2019

Criteria	Indicate by ✓		Measured By
	Essential	Desirable	
Qualifications and Experience Academic, technical and professional			
<ul style="list-style-type: none"> Law Degree 	✓		Application form/ Certificate
<ul style="list-style-type: none"> Must be prepared to study for, or be studying for, the Legal Practice Course or or CILEx Legal Services (Level 3) 		✓	Application form/ Certificate
<ul style="list-style-type: none"> Already attained one of the above Certificates (LPC or CILEx Legal Services (Level 3)). 		✓	Certificate
Work Experience & Attainments Previous work experience relevant to the job			
<ul style="list-style-type: none"> Previous experience of working in a legal environment 		✓	Application form/ Interview
<ul style="list-style-type: none"> Experience of freedom of information and information governance work 		✓	Application form/ Interview
Skills and Competencies			
<ul style="list-style-type: none"> Good written and oral skills. 	✓		Application form/ Interview
<ul style="list-style-type: none"> The postholder must have the ability to work easily with both clients and colleagues. 	✓		Application form/ Interview
<ul style="list-style-type: none"> Ability to work on your own initiative, within defined parameters. 	✓		Application form/ Interview
<ul style="list-style-type: none"> Ability to work under pressure. 	✓		Interview

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<ul style="list-style-type: none"> Ability to work to statutory deadlines 	✓		Interview
<ul style="list-style-type: none"> The postholder will be able to demonstrate effective teamworking both within a team and corporately. 	✓		Interview
PC/Computer Literacy Job content relating to this			
<ul style="list-style-type: none"> The postholder should be entirely confident and familiar with all aspects of ICT, including working exclusively in a fully internet enabled and paperless environment. 	✓		Application form/ Interview
Circumstances Location, flexibility and mobility; other circumstances specific to the job			
<ul style="list-style-type: none"> The postholder must be prepared to work from both Basingstoke and Deane and Hart District Council offices. 	✓		
<ul style="list-style-type: none"> The postholder should have a driving licence and have access to a motor vehicle 		✓	
<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)'. 	✓		