



Person Specification

Post Title: Solicitor / Lawyer – Contracts

Post Number: CCL44

Knowledge	E = Essential D = Desirable	Identified By
Detailed knowledge of Contract law.	Essential	Application Form/Interview
Knowledge of TUPE and Subsidy Control.	Desirable	Application Form/Interview
Knowledge of the Public Contract Regulations and Contract Procedure Rules.	Desirable	Application Form/Interview
Up-to-date knowledge of law relating to Local Government functions generally.	Desirable	Application Form/Interview
Skills and Abilities	E = Essential D = Desirable	Identified By
Ability to communicate clearly and concisely, both orally and in writing.	Essential	Application Form/Interview
Ability to work flexibly as a member of a team.	Essential	Application Form/Interview
Problem-solving skills/analytical ability in relation to legal issues.	Essential	Application Form/Interview
Ability to work under pressure and to prioritise workload.	Essential	Application Form/Interview
Awareness of need to meet deadlines and a willingness and aptitude to ensuring these are met.	Essential	Application Form/Interview
Ability to work in a politically sensitive manner.	Essential	Application Form/Interview
IT literate.	Essential	Application Form/Interview



Experience	E = Essential D = Desirable	Identified By
Advising on Contract Law.	Essential	Application Form/ Interview
Drafting a wide range of Contracts and documents.	Essential	Application Form/ Interview
Working within Local Government.	Desirable	Application Form/ Interview
Advising on Procurement, TUPE, Joint Ventures and Subsidy Control.	Desirable	Application Form/ Interview
Significant experience in a busy legal environment.	Essential	Application Form/ Interview
Experience of dealing with confidential and sensitive information.	Essential	Application Form/ Interview
Qualifications	E = Essential D = Desirable	Identified By
Qualified Solicitor or CILEx	Essential	Application Form/ Interview/ Certificates
Other Circumstances	E = Essential D = Desirable	Identified By
Flexible approach to working hours.	Essential	Interview
Driving Licence & access to a vehicle.	Desirable	Application Form/ Licence
An ability to fulfil all spoken aspects of the role with confidence through the medium of English.	Essential	Application Form / Licence