

Legal and Democratic Services Manager



Person Specification

	ESSENTIAL	DESIRABLE
Education/Qualifications		
Qualified Solicitor	E	-
Degree or equivalent qualification in a relevant subject	E	-
Knowledge		
Detailed knowledge of local government law and relevant legislation	E	-
Good understanding of local government, its environment and current trends and developments	E	-
Detailed knowledge of regeneration work in relation to planning, property and contracts	E	-
Experience		
Working within a complex organisation with a wide range of internal and external clients and partners	E	-
Successful experience of managing and developing a team of lawyers and supervising other staff	E	-
Partnership working, including consultation and regulation	E	-
Evidence of knowledge and experience of advising on property and regeneration schemes including planning issues	E	-
Use of information technology to enhance service delivery	E	-
Experience with Information Governance and the relevant legislations that apply.	E	-

Key management processes e.g. business planning, performance management, budgets and resources	E	-
Working with elected representatives	E	-
Experience of working in the public sector	E	-
Previous experience as Monitoring Officer	-	D
Knowledge and / or experience of organising and running elections	-	D

Personal Qualities and Attributes

Candidates will be expected to demonstrate the following qualities and attributes in relation to the job:

Ability to analyse and synthesise complicated information and find creative and practical solutions to problems and to present results clearly and concisely.	E	-
Delivery objectives within agreed timescales	E	-
Well-developed communication skills; able to concisely communicate complex information both orally and in writing with excellent interpersonal skills demonstrating sensitivity but able to influence, persuade and advise, and good negotiation skills.	E	-
Able to evidence excellent political awareness skills	E	-
Ability to lead, direct, motivate and develop staff	E	-
Ability to work across the organisation and gain the confidence of members and colleagues.	E	-
Ability to develop and sustain partnerships both internal and external.	E	-
Strong commitment to the promotion of equal opportunities	E	-
Clear customer focussed approach to service delivery	E	-
A commitment to involving the wider community in the delivery of services.	E	-
Strong commitment to public service and local democracy	E	-

Circumstances

Ability to attend evening and some weekend meetings.	E	-
Flexibility in working hours	E	-