

## Harlow Council Employee Profile

<b>Job Title:</b>	<b>Legal Services Manager</b>	<b>Post Number:</b>	<b>LP0004</b>
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<b>Attributes</b>	<b>Essential</b>	<b>Desirable</b>	<b>Method of Identification</b>
<b>Education Qualifications</b>	Degree, relevant professional qualification and practising certificate.		Application Form. Certificates.
<b>Related Experience</b>	A comprehensive working knowledge and experience of working in a legal position. Experience providing clear advice on legal matters to clients. Experience of corporate governance issues. Knowledge of the role of Data Protection Officer and legislation Experience of line management responsibility.	Knowledge and experience of multi-disciplinary team line management responsibility. Experience of advice to members of a local authority at meetings etc. Management of Procurement/ Local Land Charges Teams Management level involvement in business processes. Development of training programmes for staff.	Application Form. Interview.
<b>Special Circumstances</b>	Able to work within the standard office hours and also to cover evening meetings.		Interview.
<b>Special Knowledge, Training</b>	Strong knowledge of an area of law relevant to the work of a District Council. Good knowledge of the issues facing local government and the provision of local authority legal advice. IT literacy.	Experience of litigation. Knowledge of legal practice management. Knowledge of associated procure and land charges procedures and legislation.	Application Form. Interview and assessment.

<p><b>Skills and Abilities</b></p>	<p>Excellent communication skills, both verbal and written.                  Skilled in persuasion and negotiation at all levels (internal and external).                  Leadership skills.                  Ability to manage complex legal matters.                  Prioritising demanding workloads.                  Effective problem solving skills.</p>	<p>Improving service delivery by creating and using performance related reports.</p>	<p>Application Form.                  Interview and assessment.</p>
<p><b>Disposition and Attitude</b></p>	<p>Self-motivated and innovative.                  Works well under pressure and is flexible and positive.                  Understands the dimensions of working with elected members in a local authority.                  Committed to customer service                  Understands and is committed to equal opportunities.</p>		<p>Interview and assessment.</p>