

PERSON SPECIFICATION

Highways and Planning Lawyer

All the criteria below, both essential and desirable, will be assessed via your application form; further methods will be used to support this in the interview/selection stage should your application progress. Please refer to this document and the job description when completing your application, giving examples. A re-wording of the criteria listed will not guarantee an interview.

Method of Assessment: S - Scenario, I - Interview, P - Portfolio, T - Test, D – Documents

Qualifications and training

Method of Assessment – D, I

Essential:

- Solicitor/Barrister
- Evidence of continuing professional development in highways and/or planning law

Desirable:

- Relevant post-qualification experience in local government or public sector legal services

The New GCSE Grading System

- Grades 7-9 are equivalent to the old grades A and A*.
- The bottom of grade 7 aligns with the bottom of grade A.
- Grades 4-6 are equivalent to the old grades B and C.
- The bottom of grade 4 aligns with the bottom of grade C



Experience and knowledge

Method of Assessment – **ITD**

Essential:

- 2 years relevant PQE
- Significant experience covering general highways and planning law including but not limited to drafting and negotiating s106, s38, and s278 agreements, advising on highways and planning matters, rights of way, traffic orders, stopping up orders, enforcement, advising, drafting and serving of notices under the Highways Act 1980 and the Town and Country Planning Act 1990
- Experience of presenting to clients both internally and externally in a professional and efficient manner
- Experience of maintaining accurate files and records including for use in court hearings
- Experience of project working with a multi-disciplinary team

Desirable:

- Experience of working in a local authority or public sector legal department
- Experience of appeals and judicial review
- Experience of attending and advising local authority committees
- Understanding of local authority law and governance
- Previous advocacy experience in criminal and civil court
- Experience of other relevant areas of law within the team to include housing, licensing, employment, litigation
- Experience of using legal case management systems
- Knowledge of Microsoft systems particularly Office 365, MS Teams, SharePoint and the ability to learn new systems quickly

Specialist skills and abilities

Method of Assessment – **ITD**

Essential:

- Good knowledge and understanding of highways and property law
- Excellent legal research skills
- Excellent legal drafting and report writing skills
- Excellent IT skills



Desirable:

- Good electronic file management skills
- Ability to use IKEN case management system

Personal skills and attributes**Method of Assessment – *ID*****Essential:**

- Impartiality, honesty and integrity.
- Ability to remain calm under pressure and meet tight deadlines
- Respect for confidentiality and understanding of data protection requirements.
- An ability to negotiate effectively
- Flexible, proactive, and adaptable to change with a 'can-do' attitude
- Ability to learn effectively and put learning into practice.
- Excellent oral and written communication skills.
- Excellent analytical skills.
- Effective file management.
- Able to work within a team environment and to work well with both legal and support staff.
- Excellent organisation prioritisation and time management skills
- High level of IT literacy.
- Enthusiastic and self-motivated.

Desirable:

- Confidence in advising senior officers and Elected Members
- Proactive and solution-focused approach to service delivery

Decision making impact and innovation**Method of Assessment – *I*****Essential:**

- Ability to present complex issues confidently and effectively
- Ability to provide challenging feedback sensitively and constructively.
- Ability to establish credibility with managers, stakeholders, partners and client departments



Desirable:

- Ability to challenge and influence decision-making appropriately

Special working conditions**Method of Assessment – /****Essential:**

- Ability to work from home on a regular basis, with the requirement to attend your primary work base as and when required.
- During a Pandemic, Epidemic or Major Incident or Emergency you may be asked to work from home or other location and on occasion to undertake duties that are not stated in your Job Description or Person Specification where there is a skill, competency, and experience match

Desirable:

- Flexibility to work evenings if required

