



## PERSON SPECIFICATION

Details on the qualifications, experience, skills, knowledge and abilities that are needed to fulfil this role are set out below.

**Job Title:** Legal Counsel

**Department:** Governance and Legal Services

	Essential	Desirable	Tested by Application Form/Interview/Test
<b>Knowledge, Education, Qualifications and Training</b>			
Qualified lawyer with at least 4 years' PQE, preferably gained within contract law or civil litigation.	X		Application/Interview
Training and PQE to have taken place in a highly regarded law firm or in-house team.	X		Interview
Experience of advising public sector or third sector clients who operate in a highly regulated environment.	X		Application/Interview
Experience of advising Higher Education clients		X	Application/Interview
Advocacy experience and knowledge of Civil Procedure and/or Employment Tribunal Rules		X	Application/Interview
Demonstrable commitment to equality, diversity, and inclusion	X		Application/Interview
<b>Skills and Abilities</b>			
Excellent written and oral communication skills.	X		Application/Interview
Excellent organisational and time-management skills, the ability to self-motivate and to meet tight deadlines whilst managing an often conflicting and varied workload.	X		Application/Interview
Excellent technical legal skills, and strong drafting skills.	X		Application/Interview
The ability to explain complex legal issues to non-lawyers.	X		Application/Interview
Close attention to detail.	X		Application/Interview
The ability to work as part of a team, and to form strong working relationships with range of stakeholders.	X		Application/Interview
IT literacy.	X		Application/Interview
Excellent legal research skills.	X		Application/Interview
<b>Other requirements</b>			
Professionalism and a conscientious approach to work.	X		Interview

The ability to use own initiative to progress matters, to use professional judgment and to work independently, whilst recognising when to seek supervision and input from colleagues.	X		Application/Interview
A genuine desire to work in-house and to learn new areas of law and expand current knowledge.	X		Application/Interview
The ability to identify risks and to balance risk against commercial and strategic factors, in order to offer pragmatic solutions.	X		Interview
A positive, can-do attitude and an aptitude for problem-solving.	X		Interview