

Person Specification

Position Title	Senior Solicitor (Litigation)
Division / Section	Resources
Service Area	Legal and Risk
Responsible To	Principal Solicitor (Litigation)

Person Specification

Qualifications, training & professional membership	<ul style="list-style-type: none"> Valid Diploma in Legal Practice from the Law Society of Scotland (or equivalent). 	Essential
	<ul style="list-style-type: none"> Successful completion of a legal traineeship which enables the candidate to practise as a Solicitor in Scotland (or equivalent). 	Essential
	<ul style="list-style-type: none"> Current Practising Certificate from the Law Society of Scotland. 	Desirable

The successful candidate will demonstrate evidence of the following experience, knowledge, skills and understanding. Evidence will be sought for selection purposes.

EXPERIENCE

- | | |
|---|-----------|
| <ul style="list-style-type: none"> Experience of dealing with a variety of court actions and related advice, including litigation matters related to local authorities. Experience of preparing specifications of documents. | Essential |
| <ul style="list-style-type: none"> Experience of drafting court and tribunal pleadings. | Essential |
| <ul style="list-style-type: none"> Experience of providing complex legal advice. | Essential |
| <ul style="list-style-type: none"> Experience of providing training on litigation matters. | Desirable |
| <ul style="list-style-type: none"> Experience of Court of Session actions including Judicial Review | Desirable |
| <ul style="list-style-type: none"> Experience of Anti-Social Behaviour, adult protection, adult with incapacity and housing litigation. | Essential |

- Experience of additional support needs tribunals Desirable

KNOWLEDGE, SKILLS AND UNDERSTANDING

- Ability to provide complex litigation advice. Essential
- Ability to communicate effectively with colleagues, senior management and third parties. Essential
- Ability to present legal solutions effectively and clearly. Essential
- Knowledge and understanding of court practice and ability to advise on related strategy and solutions. Essential
- Advocacy skills. Essential
- An understanding of the governance and political processes of local authorities. Desirable

Competencies & Values Framework: level C

Applicants will also be measured against the following competencies as per the Competency Level outlined in [Our Competency & Values Framework](#) :

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|--|--|
| Customer focused | <ul style="list-style-type: none">● manages complex customer/client relationships● ensures regular contact with customers/client is maintained until problems are resolved● consults on service provision and uses feedback to implement service improvements● develops and reviews quality standards for service delivery● manages customer/client expectation and conflicting need. |
| Works Effectively with others | <ul style="list-style-type: none">● builds and maintains constructive working relationships with other teams and groups● encourages equality and diversity in the workplace● treats people at all levels of the organisation with respect and values their abilities and contribution● tackles difficult issues of harassment, victimisation and racism in the workplace● facilitates open discussions and resolves conflicting views● creates opportunities to build and develop networking contacts throughout the Council to exchange information and ideas. |
| Managing change | <ul style="list-style-type: none">● helps others to understand and address their concerns about change● proactively sells and champions change programmes to others● manages major conflict which could prevent changes being implemented● asks incisive questions to open up creative thinking and fresh ideas● assesses the impact of change and puts measures in place to minimise risk● plans the communication of change to explain what is different and what is the same. |
| Taking Ownership and Responsibility | <ul style="list-style-type: none">● creates a sense of urgency about a situation when deadlines are slipping● ensures actions which are down to others take place as necessary and/ or expected● takes advantage of opportunities to influence future events● commits to own continuous improvement● is prepared to go beyond what appears to be required in the interests of the organisation● motivates individuals and groups to be proactive even when meeting resistance● keeps promises and honours commitments. |

Communicating Effectively

- chairs meetings and facilitates groups effectively
- conveys difficult messages and gains acceptance
- diffuses conflict in a constructive non-threatening manner
- presents information in a persuasive and convincing manner
- asserts own opinions and expertise in tough situations
- is highly self aware and sociable, buoyant and positive when communicating with others.

Planning and Decision Making

- goes beyond information presented, and probes to get to the root of a problem, analysing cause and effect
- balances strict technical interpretation of issues with the need for practical solutions
- makes decisions that take account of multiple stakeholders
- properly considers departmental cost and resource implications when making judgements

Leading Others

- makes tough or unpopular decisions when required
- anticipates future trends/issues and amends plans accordingly.
- motivates and drives teams to achieve departmental objectives
- stimulates challenge and constructive debate within the team
- spots talent and gets the right team together, designs and constructs a team to make best use of members' abilities
- ensures constructive review takes place rather than apportioning blame
- leads without interfering, steps back and trusts people
- reinforces acceptable behaviours and values of the Council
- takes equal responsibility for the team's successes and failures.

Managing Performance and Developing Others

- holds managers accountable for their own and team performance
- encourages suggestions from managers/people to improve systems and processes
- ensures managers/people have the appropriate knowledge, skills and experience to deliver results and cope with change
- actively encourages and helps managers/people realise their potential and career aspirations
- sets team objectives and instils desire to exceed targets
- ensures key measures are in place including efficiency and where appropriate productivity.

Political Sensitivity

- recognises department/Council wide constraints - what is or is not possible in different circumstances
- uses departmental/Council wide relationships to get things done
- accepts that the political decision making process of the Council will influence the department
- demonstrates awareness of political and community issues relating to local government.