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PERSON SPECIFICATION and ASSESSMENT FORM

Dumfries & Galloway COUNCIL

Candidate Name		**Post Ref No**	
Post Title	Solicitor	**JE Ref**	BM43
Service	Legal Services Commercial, Planning and Property	**Band**	12
Base	Dumfries		

References	Name	*Good*	*Fair*	*Poor*
1				
2				

Requirements *Essential (E) or Desirable (D)*	**E**	**D**
1. Education and Training	Score	
Bachelor of Laws	E	
Diploma in Professional Legal Practice*	E	
Admitted as a practicing solicitor with the Law Society of Scotland and hold a current unrestricted practicing certificate *	E	
Hold Notary Public appointment.		D
*NOTE: The Council is willing to consider applicants with cross border equivalents provided the successful candidate obtains a Certificate of Eligibility and undertakes to complete the QLA (Qualified Lawyers Assessment) within 18 months of appointment.		
2. Experience	Score	

Requirements *Essential (E) or Desirable (D)*	**E**	**D**
4. Knowledge	Score	
Good working knowledge of Scots Law	E	
Good knowledge of current and impending legislation and practice areas, and an understanding of their impacts on the public sector	E	
Understanding of local and national strategies and impacts on local government services		D
Understanding of risk management techniques		D
5. Personality Factors	Score	

Considerable experience of providing support and advice autonomously in one or more of the following areas of Law:	E	
Commercial, Procurement, Contract, Trusts, Planning, Construction, Major Projects, Property, Governance	E	
e Experience of delivering legal advice in the Local Government/Public Sector		D
Fostering client relationships and finding good resolutions	E	

Team Player	E	
Client/outcome focussed	E	
Self-motivating	E	
Works well under pressure and meets deadlines	E	
Resilient and responsive to change	E	
Enthusiastic	E	
Uses Initiative	E	

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Experience of operating within a political regime		D

3 Skills and Abilities	Score	
Excellent written and verbal communication	E	
Ability to manage varied and challenging workload	E	
Drafting and negotiation skills	E	
Effective time-management and prioritisation	E	
Good IT skills, including Microsoft packages- word, outlook, case/file management systems etc.	E	
Legal Research skills/use of online research tools	E	

Commitment to the values set out in the Council's Communities model being:		
Respect	E	
Integrity	E	
Fairness	E	
Equality	E	
Inclusivity	E	
Openness	E	
Partnership	E	

6. Other Requirements	Score	
Flexible attitude	E	
Open to change and feedback.	E	
Open mindset and open with emotions.		D
Original ways of working and thinking, creative and innovative.		D
Seek and seize opportunities, collaborate across networks.		D
Solution focussed, accountable, taking responsibility and owning the outcome.	E	

Positive outlook	E	

Guidance Notes:

A person specification may include any non-discriminatory factors that have previously been identified as necessary or desirable for the role. Remember that these can include factors such as judgement, motivation, leadership, social skill/maturity and creativity/ideas. Structure your interview and selection tests to examine each candidate's suitability for the role based on these criteria. To reach your decision rate each candidate and calculate their total score, including any weighting you have confirmed prior to interviews starting. Use the space overleaf to record how candidates react to questioning. Your assessment must consider only those factors you have explicitly identified above. All forms used to record the assessment of candidates must be retained for the selection file to show how decisions were reached.

Interviewer	**Date**	Candidate **Total Score**	

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