

PERSON SPECIFICATION

Post Title	Trainee Solicitor	Band	6/7	Job Evaluation Reference	BM43(3)
Required Attributes					
1. EDUCATION AND TRAINING				Essential	Desirable
Bachelor of Laws					✓
Law Degree or equivalent				✓	
Diploma in Professional Legal Practice (Postgraduate Diploma)				✓	
2. KNOWLEDGE AND EXPERIENCE				Essential	Desirable
Good knowledge of broad principles of Scots Law				✓	
Understanding of local authority constraints, policies, procedures, and processes including financial planning, business planning, performance management, project management, human resource management and health and safety.					✓
Knowledge of relevant statutory responsibilities, legislation, and the obligations in relation to service remits					✓
Some experience of working in a legal environment					✓
Some experience of working in a public sector environment					✓
Some experience of working with other people in a team environment					✓
3. SKILLS AND ABILITIES				Essential	Desirable
Be capable of working collaboratively with other Council services/officers to deliver Council priorities.				✓	
The ability to handle competing priorities and a challenging workload in a complex political environment.					✓
Strong research skills				✓	
Communicates effectively and ability to work on own initiative.				✓	
4. PERSONALITY FACTORS				Essential	Desirable
Strong personal commitment to the delivery of a first-class services.				✓	
Ability to build and sustain positive working relationships with all stakeholders.				✓	
An inclusive team player who can foster partnerships, works collaboratively across boundaries and will strive to achieve good performance results.					✓
Demonstrates an assertive approach to scheduling task and activities					✓
Flexible, adaptable, and prepared to change plans in the short and medium term to fit in with the service needs or organisational changes					✓
Ambitious, energetic, and highly motivated				✓	

Enthusiastic, self-disciplined exhibiting good personal organisation and time management	✓	
Good listening skills and ability to deliver outcome/client focussed service, visible, approachable, and accessible, with high standards of both personal and professional ethics, integrity, and credibility	✓	
Aware of own strengths and weaknesses and committed to addressing areas of development.	✓	
Calm under pressure, responds constructively to criticism with high levels of resilience	✓	
Relate appropriately to elected members showing a high degree of sensitivity and respect.		✓
5. OTHER REQUIREMENTS	Essential	Desirable
Strong IT skills	✓	
Willingness to learn and be part of a team.	✓	
Must be prepared to work flexibly, out with office if required, attend the office if required and beyond contracted hours to meet service needs	✓	
Driving Licence		✓
Employees are the Council's greatest asset and through our SUPPORT we are expected to work together and demonstrate the following core behaviours: • Strengthen – our Communities • Understand – our children's needs • Protect – our vulnerable people • Promote – equality and diversity • Open and transparent – at all times • Respect – our environment • Treat – each other with kindness		

Guidance:

A factsheet on writing a person specification is available on Connect within the recruitment policy/procedure.