



Person Specification			
Post title	SENIOR LEGAL ASSISTANT (PEOPLE)	Grade	L-M / N- P / Q (Career Graded) L - £41,511 - £42,708 M - £43,693 - £44,711 N - £45,718 - £46,731 O - £47,754 - £48,710 P - £49,764 - £50,788 Q - £51,802 - £52,805

To be successful in this role you will need to demonstrate how you meet the criteria below at application & interview stage.

Shortlisting Number	Criteria	Method of assessment
Skills, knowledge, experience		
	<u>Criteria L</u>	
S1	Experience in providing legal advice on public and private law Children Act cases	CV/SS, I
S2	Experience of managing and/or supervising a team to ensure excellent performance	CV/SS, I
S3	Experience in preparing documentation and issuing proceedings in the High, county and Magistrates' court	CV/SS, I
	<u>Criteria N</u>	
S4	Experience of providing clear and understandable advice and interpretation of complex legal correspondence, reports and information, making recommendations where appropriate in respect of Children, Family and Adult law matters;	CV/SS, I
S5	Experience of having care and conduct of a caseload of non-complex and some Children Act private law matters with minimal supervision	CV/SS, I
S6	Experience of providing clear and understandable advice and interpretation of complex legal correspondence, reports and information, making recommendations where appropriate	CV/SS, I

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	Criteria Q	
S7	Experience of providing high level, sound, proactive and constructive legal advice and assistance to Elected Members and any internal Council clients, relating to a Council's functions in respect of Children, Family and Adult law, as well as a thorough working knowledge of associated primary and secondary legislation.	CV/SS, I
S8	Experience of conducting and managing a caseload of complex matters and of ensuring the allocated caseload is managed in accordance with established practice guidelines.	CV/SS, I
S9	Advocacy experience in a relevant court as appropriate on Children and Adult law related matters	CV/SS, I
S10	Experience of advising on the initiating and making of other associated appropriate applications relating to Children, Family and Adults law.	CV/SS, I
Personal attributes and circumstances		
P1	You must adhere to the "Knowsley Better Together" staff qualities; Integrity, Accountability, Communication and Respect	I
Communication		
C1	Excellent communication skills	CV/SS, I
Qualifications		
Q1	L – N – ILEX/degree in law or equivalent or extensive specialist knowledge of the areas of law referred to	CV/SS, C
Q2	Q – Qualified Solicitor or Barrister	CV/SS, C

CV/SS = Curriculum Vitae/Supporting Statement **A** = Application Form **C** = Certificate **E** = Exercise **I** = Interview
P = Presentation **AC** = Assessment Centre **T** = Test

Where the post involves working with children, in addition to a candidate's ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- **Motivation to work with children and young people.**
- **Ability to form and maintain appropriate relationships and personal boundaries with children and young people.**
- **Emotional resilience in working with challenging behaviours.**

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- **Attitudes to use of authority and maintaining discipline**

We have a positive attitude to the employment of disabled people and guarantee an interview to those who meet **all** the necessary criteria of the person specification.

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