



Person Specification			
<b>Post title</b>	Legal Assistant – Adult Social Care (People’s Team)	<b>Grade</b>	H / SCP 23-25 / £33,366 - £35,235

\* \* \* This post is exempt from the provisions of the Rehabilitation of Offenders Act – applicants must disclose all criminal convictions including those which are ‘spent’, in addition to any cautions and bindover orders received in the last 12 months \* \* \*

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
<b>Skills, knowledge, experience</b>		
S1	Knowledge and/or experience of local government law and practice would be an advantage	CV/SS, I
S2	General administrative experience within a busy office environment	CV/SS, I
S3	The ability to be articulate accurately in relation to legal issues/advice	CV/SS, I
S4	The ability to carry out research on a variety of legal issues	CV/SS, I
S5	To have a high degree of flexibility, with the ability to prioritise workloads, often to tight deadlines, and to work with different fee earners	CV/SS, I
S6	The ability to understand a case management system and provide support for and recommend changes in practices and procedures in order to develop that system to its full potential.	CV/SS, I
S7	The ability to understand a case management system and provide support for and recommend changes in practices and procedures in order to develop that system to its full potential.	CV/SS, I
<b>Personal attributes and circumstances</b>		
P1	You must adhere to the “Knowsley Better Together” staff qualities; Integrity, Accountability, Communication and Respect	I
P2	To be able to demonstrate a commitment to working to consistently high standards and in a flexible and responsive manner, whether individually or as a member of a team	CV/SS I
P3	A demonstrable willingness to share information and work with other people	CV/SS I

June 2024





P4	To be able to demonstrate a commitment to working to consistently high standards and in a flexible and responsive manner, whether individually or as a member of a team	CV/SS I
P5	To have a high degree of flexibility, with the ability to prioritise workloads, often to tight deadlines, and to work with different fee earners	CV/SS I
<b>Communication</b>		
C1	Excellent oral and written communication skills	CV/SS, I
<b>Qualifications</b>		
Q1	A good standard of general education, including English Language GCSE or equivalent	CV/SS, I
Q2	ICT literate/ Microsoft Office skills	CV/SS, I
Q3	Hold a recognised legal qualification appropriate to the grade (i.e.CILEX, law degree or successful completion of solicitor or barrister examinations) or have legal experience in working in litigation and preferably adult protection law	CV/SS, I

**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.**
- **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.

June 2024





*Knowsley Council*

*June 2024*

