



Person Specification			
Post title	Legal Assistant	Grade	Grade J / £37,280 to £39,152

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		
S1	To have relevant experience of handling a caseload of children's protection matters including primarily relating to the children's social care and children's safeguarding functions of the Council (both contentious and non-contentious), as well as a thorough working knowledge of associated primary and secondary legislation (in particular but not limited to the Children Acts and the Children and Families Act 2014 and such other work areas as may be dealt with by the Legal Services' Child Protection Team but also to other areas of litigation.	CV/SS, I
S2	Knowledge and/or experience of local government law and practice would be an advantage.	CV/SS, I
S3	Knowledge and/or experience of handling a caseload of litigation matters outside of children's protection matters e.g. adult social care, education, special educational needs and civil and criminal law practice and procedure.	CV/SS, I
S4	General administrative experience within a busy office environment.	CV/SS, I
S5	The ability to be articulate and accurate in relation to legal issues.	CV/SS, I
S6	The ability to carry out research on a variety of legal issues.	CV/SS, I
S7	ICT literate/ Microsoft Office skills	CV/SS, I
Personal attributes and circumstances		
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	To have a high degree of flexibility, with the ability to prioritise workloads, often to tight deadlines,	CV/SS, I

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	and to work with different fee earners.	
P4	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
Communication		
C1	Excellent oral and written communication skills.	CV/SS, I
C2	To demonstrate an ability to communicate in an open and honest manner.	CV/SS, I
Qualifications		
Q1	A good standard of general education, including English Language GCSE or equivalent	CV/SS, C
Q2	Hold a recognised legal qualification appropriate to the grade (i.e.CILEX or successful completion of solicitor or barrister examinations)	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.**
- **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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