



Coventry City Council

Person Specification

Post:	Lawyer – Advocacy (Advocacy Team)	Job Number:	A5821
Service:	Law and Governance	Post Number:	
Location:	8 th Floor One Friargate	Grade:	9

Area	Description
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Knowledge:	<ul style="list-style-type: none"> • A good knowledge and understanding of local government and administrative law, including the ongoing challenges facing local authorities.
	<ul style="list-style-type: none"> • Knowledge and understanding of office procedures relevant to a busy Legal office.
	<ul style="list-style-type: none"> • Good knowledge of Children and Adoption Law, as well as understanding of matters relating to the Court of Protection, and Education Tribunal Cases
	<ul style="list-style-type: none"> • Understanding of rules of evidence and procedure

Skills and Abilities	<ul style="list-style-type: none"> • Excellent advocacy skills
	<ul style="list-style-type: none"> • Able to demonstrate a clarity of thought and expression and be able to communicate effectively at all levels both orally and in writing.
	<ul style="list-style-type: none"> • Able to give good, sound, pragmatic, concise and clear advice to colleagues in Legal Services, officers in other departments and Members, including at the highest level of Senior Management within the Council.
	<ul style="list-style-type: none"> • Be a professional who has developed interpersonal and other skills and expertise that enables them to operate at a senior level
	<ul style="list-style-type: none"> • Proven ability to manage a full and substantial workload of matters including some of a high level of complexity

	<ul style="list-style-type: none"> • Have a good, broad, general working knowledge of all areas of law applicable to local government and able to, and does, adapt to new areas of work and take on tasks/duties outside their field of expertise competently recognising when they lack the requisite knowledge and require professional support and supervision
	<ul style="list-style-type: none"> • Customer focussed, understands the nature of a local government in-house legal service and contributes positively to service development and continuous improvement
	<ul style="list-style-type: none"> • Ability to work as an integrated part of the wider Legal Services Team, is supportive of colleagues and management
	<ul style="list-style-type: none"> • Able to supervise and provide professional support to colleagues in a positive and developmental way.
	<ul style="list-style-type: none"> • Able to organise, prioritise and take responsibility for a demanding and complex workload and to demonstrate flexibility to carry out successfully specialist tasks outside their normal areas of operation under appropriate supervision
	<ul style="list-style-type: none"> • Capable of working enthusiastically as a member of a team covering a wide range of subject areas and to be able to supervise work at a senior level
	<ul style="list-style-type: none"> • Able to adapt and contribute positively to new ways of working
	<ul style="list-style-type: none"> • Able to evaluate personal development needs in relation to the Council Plan and customer requirements
	<ul style="list-style-type: none"> • Commitment to effective use of IT resources and customer care principles

Experience:	<ul style="list-style-type: none"> • Experience and understanding of the law relating to Children and Adoption at a complex level
	<ul style="list-style-type: none"> • Experience of advocacy before courts, tribunals or other relevant panels
	<ul style="list-style-type: none"> • Working with elected Members or other senior managers, external agencies, other professionals and clients, including attending and giving advice at meetings
	<ul style="list-style-type: none"> • A track record of meeting strict deadlines and timescales
	<ul style="list-style-type: none"> • Experience of working in an in-house local government Legal Service or other equivalent relevant experience.

Educational:	<ul style="list-style-type: none"> • An experienced Solicitor, Barrister or Chartered Legal Executive (Fellow) with rights of audience qualification for Chartered Legal Exec
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Special Requirements:	<ul style="list-style-type: none"> • Attendance at meetings outside normal office hours may occasionally be required.
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Date Reviewed:
Updated:

June 2022