

SURREY HEATH BOROUGH COUNCIL

PERSON SPECIFICATION & COMPETENCY FRAMEWORK

(desired behaviours & outcomes)

Please note: The criteria specified on this form will be used as guidance when shortlisting all applications and again at interview. Please ensure you provide evidence within your Application, giving examples where appropriate, as to how you meet the specified requirements for the job. Thank you.

Service: Legal Services	Job Title: Principal Solicitor (Contracts and Procurement)
Team: Legal Services	Post Number: Click here to enter text.

<p><u>KNOWLEDGE & EXPERTISE</u> (including qualifications/education, training, experience, skills, ability and knowledge):</p> <p>ESSENTIAL :</p> <ul style="list-style-type: none"> Qualified solicitor or barrister or Fellow of the Institute of Legal Executives. Member of the Law Society or similar relevant professional institution Experience of drafting complex bespoke contracts and standard form contracts Experience of drafting and advising on tender documentation Experience of advising on tender methods for a public authority including the use of OJEU Experience of advising on contract disputes <p>DESIRABLE :</p> <ul style="list-style-type: none"> Experience of working in local authorities or similar corporate organisations and knowledge of local government law. 	<p>ASSESSMENT METHOD (A : application) (I : interview) (E : exercise)</p> <p style="text-align: center;">A</p> <p style="text-align: center;">A</p> <p style="text-align: center;">A/I</p> <p style="text-align: center;">A/I</p> <p style="text-align: center;">A/I</p> <p style="text-align: center;">A/I</p> <p style="text-align: center;">A/I</p> <p style="text-align: center;">A/I</p>
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<p><u>RELATIONS WITH PEOPLE</u> (internal & external)</p> <p>ESSENTIAL :</p> <ul style="list-style-type: none"> Ability to demonstrate sensitivity to Members' and staff needs and to wider political and corporate issues including the ability to engage listeners by translating complex legal concepts into easy to understand general terms. Ability to communicate difficult and complex messages effectively at all levels, demonstrating effective negotiation skills and the ability to handle hostility. Excellent communication skills, both orally and in writing, to secure effective results. 	<p>ASSESSMENT METHOD (A : application) (I : interview) (E : exercise)</p> <p style="text-align: center;">A/I</p> <p style="text-align: center;">A/I</p> <p style="text-align: center;">A/I</p>
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<ul style="list-style-type: none"> • Ability to listen to what is being said and demonstrate sensitivity to others' reactions, being able to act and think corporately with a collaborative style that will empower others. 	A/I
<ul style="list-style-type: none"> • Proven experience of managing relationships with members of the public and other stakeholders effectively. 	A/I
<ul style="list-style-type: none"> • Ability to remain visible, approachable and to earn respect. 	A/I
<ul style="list-style-type: none"> • High degree of probity and integrity. 	A/I
<ul style="list-style-type: none"> • High level of understanding of the need to maintain confidentiality and the ability to give the right people the right information to achieve the objective. 	A/I

<p><u>CREATIVITY AND INNOVATION:</u></p> <p>ESSENTIAL :</p> <ul style="list-style-type: none"> • Proven ability to develop practical solutions to a wide variety of complex problems. • Assesses and manages risk. • Defines results taking account of customer or other stakeholders' needs. • Manages relationships with Members of the Public and other stakeholders effectively • Manages the organisation of work processes to deliver on time, on budget and to agreed quality standards • Strives for continuous performance improvement and encourages others to do so. • Demonstrates high level project management skills. • Assesses and manages risk. • Monitors performance and incorporates feedback in future plans 	<p>ASSESSMENT METHOD (A : application) (I : interview) (E : exercise)</p> <p>A/I</p> <p>I</p> <p>I</p> <p>A/I</p> <p>I</p> <p>A/I</p> <p>A/I</p> <p>I</p> <p>I</p>
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<p><u>FINANCIAL ACCOUNTABILITY:</u></p> <p>ESSENTIAL :</p> <ul style="list-style-type: none"> • Secures value for taxpayers money • Challenges existing practices and promotes initiatives for new and more efficient use of resources • Manages contracts and relationships with suppliers effectively • Supports cohesive partnerships with other public and private sector organisations in order to maximise funding opportunities 	<p>ASSESSMENT METHOD (A : application) (I : interview) (E : exercise)</p> <p>I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>
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<p><u>MANAGEMENT AND SUPERVISORY RESPONSIBILITIES:</u></p> <p>ESSENTIAL :</p> <ul style="list-style-type: none"> • Empowers and motivates colleagues and staff and builds effective teams and relationships • Encourages all staff by example to develop their potential • Makes best use of skills and resources when leading a team • Responds to feedback from colleagues 	<p>ASSESSMENT METHOD (A : application) (I : interview) (E : exercise)</p> <p>A/I</p> <p>A/I</p> <p>I</p> <p>I</p> <p>A/I</p>
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<ul style="list-style-type: none"> • Supports commitment to change through appropriate involvement of staff • Supports the building of trust, good morale and teamwork 	I
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<p><u>INITIATIVE AND INDEPENDENT ACTION:</u></p> <p>ESSENTIAL:</p> <ul style="list-style-type: none"> • Experience of defining results, taking account of customer or other stakeholders' needs. • Ability to manage the organisation of work progress to deliver on time, on budget and to agreed quality standards. • Ability to strive for continuous performance improvement and encourage others to do so. • High level project management skills. • Ability to create and secure commitment to a clear vision. • Ability to support the assessment and management of risk. • Measures to provide quality services. <p>DESIRABLE:</p> <ul style="list-style-type: none"> • Actively promotes and manages a healthy, safe and wherever possible environmentally responsible approach throughout the corporate portfolio. 	<p>ASSESSMENT METHOD (A : application) (I : interview) (E : exercise)</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>
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<p><u>PERSONAL ATTRIBUTES:</u></p> <p>ESSENTIAL:</p> <ul style="list-style-type: none"> • Ability to work as a team player • Ability to get the message across using various forms of communication • Confident • This post is politically restricted under Section 2 of the Local Government and Housing Act 1989 <p>DESIRABLE:</p> <ul style="list-style-type: none"> • Secures respect and satisfaction from the users of the service. • Creates and maintains cohesive partnerships with other public and private sector organisations in order to deliver projects. 	<p>ASSESSMENT METHOD (A : application) (I : interview) (E : exercise)</p> <p>I</p> <p>A/I</p> <p>I</p> <p>A/I</p> <p>A/I</p>
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