

Special Projects General Counsel – Person Specification

What are we looking for?		How will we check it?
Experience	<ul style="list-style-type: none"> Minimum of three-years PQE contentious construction lawyer with experience of working within the property arena but with some non-contentious experience. 	Application/Interview
	<ul style="list-style-type: none"> You will have ideally worked, since qualification, as a full-time construction solicitor or similar role. 	Application/Interview
Qualification	<ul style="list-style-type: none"> You will have a strong academic background, gaining a minimum of a 2:1 at degree level in Law is essential or hold an equivalent postgraduate qualification in construction law; Education - Strong academic background - Law degree and LPC is essential. 	Application/Interview
Knowledge & Abilities	<ul style="list-style-type: none"> Able to organise own workload and that of others and working to deadlines 	Application/Interview
	<ul style="list-style-type: none"> Diary management and programming off work streams. 	Application/Interview
	<ul style="list-style-type: none"> Strong administrative and ability to work across varied work streams. 	Application/Interview
	<ul style="list-style-type: none"> Ability to use a range of IT systems (e.g. Microsoft Office package, Dynamics database, IPOS payment system) at intermediate level and a willingness to learn to use new applications. 	Application/Interview

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Knowledge and Skills	<ul style="list-style-type: none"> You will have a thorough understanding of the Housing Grants, Construction & Regeneration Act 1996, the Scheme for Construction Contracts (England & Wales) Regulations 1998 and the Civil Procedure Rules. 	Application/Interview
	<ul style="list-style-type: none"> Excellent customer services skills, with ability to phone and communicate with customers and external bodies, with an ability to express yourself clearly. 	Application/Interview
	<ul style="list-style-type: none"> An understanding of Disrepair issues relating to maintenance of properties. 	Application/Interview
	<ul style="list-style-type: none"> An understanding of computerised invoice processing systems and the ability to reconcile supplier accounts. 	Application/Interview
	<ul style="list-style-type: none"> You will be proactive and prepared to work independently and intelligently exercise your own judgment with minimal supervision always adopting a can-do attitude. 	Application/Interview
	<ul style="list-style-type: none"> You will have excellent communication skills, both written and verbal with experience of reviewing/inputting into submissions in adjudication proceedings 	Application/Interview
	<ul style="list-style-type: none"> You will be able to identify key issues in most complex cases, understand the business parameters within a case and communicate this effectively to senior management. 	Application/Interview
	<ul style="list-style-type: none"> A high attention to detail to produce work / documentation which is consistently of a high standard. 	Application/Interview
	<ul style="list-style-type: none"> To have a flexible approach to work to ensure deadlines are always met and updates are communicated on a consistent and regular basis. 	Application/Interview

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Knowledge and Skills	<ul style="list-style-type: none"> You will be comfortable taking a collaborative and collegiate approach to matters, recognising that one can always learn new skills as well as imparting knowledge to others. 	Application/Interview
Competencies	<ul style="list-style-type: none"> Achieving results and quality focus – You work hard to meet objectives and deliver all your work accurately and in line with Newlon Way and other performance standards. 	Application/Interview
	<ul style="list-style-type: none"> Judgement and Decision making- You use your experience to protect the interest of the organisation. Have an excellent work ethic, showing drive and enthusiasm for the work and the ability to use own initiative and work with limited supervision whilst working to deadlines. 	Application/Interview
	<ul style="list-style-type: none"> Financial/Numeric Awareness – You are able to enter numerical data accurately and carry out complex calculations and checks. 	Application/Interview
	<ul style="list-style-type: none"> Customer focus - You demonstrate a high level of customer care by working to achieve the Newlon Way performance standards. 	Application/Interview
	<ul style="list-style-type: none"> Communication – Ability to interpret complex information. Communicate clearly and accurately and in a respectful, empathetic and upbeat manner whether you are writing or speaking. 	Application/Interview
	<ul style="list-style-type: none"> Working with others – you develop good working relationships with team members, others in the organisation and external suppliers and collaborate with them to deliver an excellent service. 	Application/Interview
	<ul style="list-style-type: none"> Planning and organising – High level skills in organisation and administration of commercially sensitive privileged information. Strong prioritisation ability and workload management in keeping with a legal professional. Work according to agreed procedures and systematically address and complete tasks to meet agreed and often tight deadlines. 	Application/Interview