

PROGRESSION CRITERIA - LEGAL OFFICERS

Progression Process

1. Applications for progression may be made by relevant staff at any time during the year but, if approved, will take effect from the following 1 April.
2. SMT will normally consider applications for progression at one of its meetings in February or at such other time as may be agreed.
3. Progression should be discussed during annual appraisal and during supervision sessions. Applications should be used to identify the reasons why the applicant considers it appropriate to progress by close reference to the progression criteria in the job description. The relevant Head of Legal Services will discuss the application as soon as possible with the applicant and if the relevant Head of Legal Services considers the application should be endorsed, SMT will consider the application. In considering the application the Heads of Legal Services should take whatever reasonable steps are necessary to establish the applicant's suitability including liaison with colleagues, internal and external clients.
4. If the Head of Legal Services considers that progression is not to be endorsed the applicant should be notified as soon as possible in writing by the Head of Legal Services giving reasons for the decision and, where appropriate, targets should be set to the applicant to enable a further application to be made subject to achievement of those targets. An applicant whose request has been refused by the Head of Legal Services may raise any concerns about the reason for the refusal with the Assistant Chief Executive (Legal and Democratic Services).
5. The Head of Legal Services will present the case for progression to SMT and at its discretion SMT may invite the applicant to attend SMT.
6. There is no limit upon the number of progressions which are permissible in any team and an applicant need not be at the top of a grade immediately before the progression grade although this would be the normal expectation.
7. If a job vacancy exists in the post where progression is possible Legal and Democratic Services has discretion to appoint the successful candidate at any level within the grades relating to the post; in other words if it is considered that the applicant has all relevant competencies then the applicant may be appointed at any salary point within the relevant grade without having to make an application for progression.
8. Progression is always subject to the Council's Corporate Policy on Progression including the four principal factors - performance, conduct, attendance and appraisal. This means, for example, that where a candidate has a poor attendance record then applications to progress could be approved but the salary progression would not be implemented until the following year, assuming that the sickness record had fallen below the absence threshold.

LEGAL OFFICER – Progression Criteria

GRADE F – as per essential criteria on person specification

Knowledge

- Some knowledge of the law is required. A more in depth knowledge would be required for the top level of the role.
- A working knowledge of Court procedures and of attending Court if relevant to the portfolio assigned.

Experience

- Demonstrable experience of working in a legal environment.

Occupational Skills

- Ability to communicate effectively in writing to produce documents in a range of formats and style to suit a range of audiences.
- Good oral communication skills
- An ability to interact positively with colleagues and clients
- Ability to produce a representative record of meeting discussion and actions
- ICT skills to use case management system and online research

Professional Qualifications/Training/Registrations required by law, and/or essential for the performance of the role

- A good standard of education including English and Mathematics passes or appropriate alternative qualifications and/or work experience.

Other requirements

- Professionally represent the role within the service
- Ability to travel across the County

GRADE G –will fulfil the criteria for Grade F and;

- After gaining a working knowledge of the law and guidance relevant to the posts professional duties.
- After gaining comprehensive experience of working in a legal environment.
- After gaining experience of dealing with a range of legal matters commensurate with the grade and requiring some supervision.
- After demonstrating professional ability and gaining experience under supervision to be responsible for substantial parts of case preparation for Court, public inquiries and other Tribunals with some supervision.
- After showing ability to organise and prioritise work with some supervision

Grade H –will fulfil the criteria for Grade G and;

- After gaining substantial experience of dealing with a range of legal matters with a degree of complexity commensurate with the grade and working with minimal supervision of the post's professional duties.
- After demonstrating professional ability and gaining experience under supervision to be responsible for substantial parts of case preparation for Court, public inquiries and other Tribunals with minimal supervision.
- After showing ability to organise and prioritise work and not only meet deadlines him/herself but ensure team deadlines in matters in which the postholder is involved, are met.

- After showing ability to communicate effectively with clients and other professionals.

**APPLICATION FOR PROGRESSION FOR LEGAL OFFICER
LEGAL AND DEMOCRATIC SERVICES**

Name:

Job Title:

Job Grade:

Date of Acceptance to current post:

Current Grade:

Application Details: [Specify reasons why appropriate to progress from current grade to higher grade, by reference to Career Grade Criteria. Continue on a separate sheet if necessary.]

Head of Legal Services - Comments on Application

SMT Decision