



Person Specification

Job Title: Legal Adviser

| Knowledge | Essential | Desirable |
|---|------------------|------------------|
| Overall broad legal knowledge and understanding of legal issues affecting educational institutions including safety laws and employment laws. | ✓ | |
| Experience as a legal advisor, and able to attend to complex employment law related matters. | ✓ | |
| High degree of professional ethics, integrity, and responsibility. | ✓ | |
| Qualifications | | |
| BA Degree in Law | ✓ | |
| Skills | | |
| Strong organizational skills that reflect an ability to perform and prioritize multiple tasks in an energetic environment with multiple priorities. | ✓ | |
| Exemplary writing and editing skills, with proficiency in Microsoft Word, PowerPoint, Excel, Outlook, and the Internet. | ✓ | |
| Excellent communication and analytical skills in both written and spoken English. | ✓ | |
| Ability to build strong working relations with both AISJ and external stakeholders at all levels. | ✓ | |
| Discretion in handling confidential matters | ✓ | |
| Comfortable operating at a strategic level and 'hands on' operational delivery | ✓ | |
| Excellent judgment and ability to anticipate legal issues or risks | ✓ | |
| Application of expertise to both legal and non-legal challenges | ✓ | |

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| Proactive approach to problem solving. | ✓ | |
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