

**HEAD OF LEGAL SERVICES  
INTERVIEW  
30<sup>th</sup> August 2006**

Presentation Topic: The challenges facing the Council's Legal team and how these should be tackled. (10 minutes)

**Questions**

1. What attracts you to this post?
2. What would you see as the key responsibilities of this post?
3. Tell us about a significant case or project you have led, or been heavily involved in, how you approached it and what you learnt from it.
4. Please describe the contact and nature of your contacts with elected members in your current role and how you would bring that experience to bear in this position.
5. What would be your priorities for your first 12 months in post?
6. If we assume you are offered the post and fast forward 12 months, how should we judge your success after 12 months and what would success look like?
7. You will note from the person specification that we are looking for a lawyer who is "commercially aware". What do you understand by this? Please give an example of a situation in which you have shown that you are commercially aware.
8. Describe your management style in relation to both work and staff.
9. Do you think you should alter your style to suite different situations and/or different individuals?
10. Have you dealt with any difficult staffing issues and if so what did you learn from this process?
11. "Shared services" are the new buzz words in local government. If you were Head of Legal Services would you consider there to be opportunities for this agenda to be pursued and if so, in what way.
12. How would you determine your team's work priorities for a particular financial year? How would you monitor them?
13. How does risk management impact on the work of the legal services team?
14. How would you develop and promote the customer focus of the team? How have you used these ideas in your current role?
15. Tell us about a recent situation when you have felt under pressure. What caused the situation? What was your role? How did you react? What do you think you have learnt from it?

16. Any specific issues or gaps arising from the application form.
17. What training or development needs would you have if appointed? Are there any adjustments we would need to make to allow you to perform the role as set out?
18. Any questions for us?
19. Are you still interested in the position? What is your salary aspiration?
20. Start date if offered?

Other issues to be covered?

Flexible approach.

Involvement with HR team / issues (specifically ETs).