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| A close-up of a sign  Description automatically generated  **Legal Services Manager**  **Shortlisting evidence Template** | |
| **Please complete the form below in FULL adhering to the 500-word limit for each of the shortlisting criteria (i.e. max of 2500 words). Then save in a Word document format and upload to the ‘supporting evidence’ section of the online application.**  **Please note that for shortlisting purposes we will be removing ‘Name’ and ‘National Insurance number’ and each candidate will be provided with a candidate number for anonymised shortlisting.**  **For any queries please contact** [**recruitment@southwales-fire.gov.uk**](mailto:recruitment@southwales-fire.gov.uk) **or for internal queries, please contact us via 24/7** | |
| **Full Name:** |  |
| **National Insurance Number:** |  |
| **Anonymised Candidate Number (to be completed by FRS HR team)** |  |
|  | |
| **Shortlisting Criteria 1:** **Please advise if you have a Law Degree or equivalent experience and whether you are a Solicitor, Barrister, fellow of the Institute of Legal Executives, or other comparable profession** | |
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| **Shortlisting Criteria 2:** **Please provide evidence that shows your experience in dealing with general legal matters across different legal areas** | |
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| **Shortlisting Criteria 3: Please describe your experience in at least one of the following areas of law: 1. Property 2. Contract or 3. GDPR & Information Management** | |
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| **Shortlisting Criteria 4: Please outline a time that you have had to work in full compliance with policy, legislative provisions and other guidance, respecting any sensitive information that is presented** | |
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| **Shortlisting Criteria 5: Please provide an example of your ability to promote and manage diversity and demonstrate a fair and ethical approach in all situations** | |
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| **Closing date – 29th April 2025 at 12:00 Midday** | |