

PERSON SPECIFICATION – Solicitor

Criteria	Essential	Desirable	How Assessed
Qualifications	<ul style="list-style-type: none"> Qualified solicitor 	<ul style="list-style-type: none"> Other relevant achievements/Qualifications e.g. accreditation, membership of panels relevant to the post. 	C.V. Certificates
Experience	<ul style="list-style-type: none"> Appropriate work experience (2+ years PQE in commercial property) Experience of handling a full caseload of commercial property transactions 	<ul style="list-style-type: none"> Familiarity with the Law Society Conveyancing Quality Scheme and a commitment to best practice 	C.V. Interview
Skills/Abilities/Knowledge	<ul style="list-style-type: none"> Detailed knowledge of commercial property law Ability to produce accurate work to tight deadlines under pressure. Personal work planning and organisational skills Ability to think clearly & logically & communicate 	<ul style="list-style-type: none"> Knowledge and understanding of our ethos Active interest in what we do and how we do it – empathy & understanding of problems faced by our clients 	C.V. Interview

	<p>clearly orally and in writing</p> <ul style="list-style-type: none"> • Good command of written & oral English • Ability to identify problems & their solutions & work on own initiative • Ability to manage own caseload and supervise the caseload of others • Effective use of IT • Exceptional client care skills 		
Aptitude/Personal Qualities	<ul style="list-style-type: none"> • Flexible approach to working conditions and working environment • Honesty, tolerance, common sense and energy 	<ul style="list-style-type: none"> • Enthusiasm for embracing the new and unfamiliar 	C.V. Interview