

## PERSON SPECIFICATION – Solicitor

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

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