

PERSON SPECIFICATION – Solicitor (Property)

| Criteria | Essential | Desirable | How Assessed |
|----------------------------|---|---|----------------------|
| Qualifications | <ul style="list-style-type: none"> • Admitted or eligible for admission to the Roll | <ul style="list-style-type: none"> • Other relevant achievements/Qualifications e.g. accreditation, membership of panels relevant to the specific post. | C.V. Certificates |
| Experience | <ul style="list-style-type: none"> • Experience of handling a large domestic conveyancing caseload from commencement to completion • Experience of the Land Registry Portal | <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 applicable area of 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 |

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| | <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 |