

## PERSON SPECIFICATION – Solicitor (Conveyancing)

| Criteria                   | Essential   | Desirable   | How Assessed         |
|----------------------------|---|---|----------------------|
| Qualifications             | <ul style="list-style-type: none"> <li>Admitted or eligible for admission to the Roll</li> </ul>  | <ul style="list-style-type: none"> <li>Other relevant achievements/Qualifications e.g. accreditation, membership of panels relevant to the specific post.</li> </ul>                | C.V.<br>Certificates |
| Experience                 | <ul style="list-style-type: none"> <li>7 years+ post qualification experience of handling a large domestic conveyancing caseload from commencement to completion including leasehold, new build and shared ownership transactions.</li> <li>Experience of the Land Registry Portal</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.<br>Interview    |
| Skills/Abilities/Knowledge | <ul style="list-style-type: none"> <li>Detailed knowledge of applicable area of law</li> <li>Ability to produce accurate work to tight deadlines under pressure.</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</li> </ul> | C.V.<br>Interview    |

|                             |  |   |                |
|-----------------------------|--|---|----------------|
|                             | <ul style="list-style-type: none"> <li>• Personal work planning and organisational skills</li> <li>• Ability to think clearly &amp; logically &amp; communicate clearly orally and in writing</li> <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> <li>• A good understanding of the the Money Laundering, Terrorist Financing and Transfer of Funds (Information on the Payer) Regulations 2017</li> </ul> | <p>problems faced by our clients</p>  |                |
| 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 |