

PERSON SPECIFICATION –Conveyancer

Criteria	Essential	Desirable	How Assessed
Qualifications/Training	<ul style="list-style-type: none"> 5 GCSEs at grades 9 to 4 (A* to C), or equivalent 	<ul style="list-style-type: none"> Law Degree Conveyancing elective/training Other relevant achievements/Qualifications 	C.V. Certificates
Experience	<ul style="list-style-type: none"> 5 years' + experience of handling a busy 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"> Good command of written & oral English Ability to produce accurate work to tight deadlines under pressure. Personal work planning and organisational skills Ability to communicate clearly orally and in writing Ability to work on own 	<ul style="list-style-type: none"> Knowledge and understanding of our ethos Active interest in what we do and how we do it 	C.V. Interview

	<p>Initiative</p> <ul style="list-style-type: none"> • Effective use of IT including ability to self service • Exceptional client care skills 		
Aptitude/Personal Qualities	<ul style="list-style-type: none"> • Ability to interface effectively with clients • Flexible approach to working conditions and working environment • Honesty, tolerance, common sense and sense of humour • Enthusiasm for embracing change • Willing to undertake job related training 		C.V. Interview