

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"> • 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