davidgray
solicitors

PERSON SPECIFICATION – Head of Department (Private Client)

Criteria	Essential	Desirable	How Assessed
Qualifications	• Admitted or eligible for admission to the Roll	• Other relevant achievements/ Qualifications including relevant STEP qualifications	C.V. Certificates
Experience	• Appropriate work experience (8 years+ in wills, probate, estate administration and Court of Protection) • Experience of full range of private client work • Supervision and training responsibilities	• Management responsibilities/team leading • Involvement in business development activities • Involvement with professional organisations or local voluntary or business organisations	C.V. Interview
Skills/Abilities/Knowledge	• Detailed knowledge of wills, Court of Protection, probate, estates and trust law. • Ability to produce accurate work to tight deadlines under pressure. • Personal work planning and organisational skills. • Ability to think clearly & logically & communicate	• Knowledge and understanding of our ethos and values/purpose • Active interest in what we do and how we do it – empathy & understanding of problems faced by our clients	C.V. Interview

	clearly orally and in writing. • Ability to identify problems & their solutions & work on own initiative. • Ability to lead, mentor, and develop a team of professionals while fostering a collaborative and high-performance culture. • Ability to manage own caseload. • Effective use of IT. • Ability to attract and retain clients, network effectively, and contribute to the firm's reputation and revenue. • Ability to supervise the caseload of others effectively. • Up-to-date understanding of relevant legal and regulatory frameworks, including AML and GDPR. • Capability to set departmental goals, align with firm-wide strategy, and identify growth opportunities.		
Aptitude/Personal Qualities	• Flexible approach to working conditions and working environment • Honesty, tolerance, common sense, energy and a good sense of humour	• Enthusiasm for embracing the new and unfamiliar	C.V. Interview