

## **PERSON SPECIFICATION – Solicitor**

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>	<b>How Assessed</b>
Qualifications	<ul style="list-style-type: none"> <li>Admitted or eligible for admission to the SRA roll of solicitors</li> </ul>	<ul style="list-style-type: none"> <li>Other relevant achievements/Qualifications e.g. police station and/or duty accreditation, membership of panels relevant to the specific post.</li> </ul>	C.V. Certificates
Experience	<ul style="list-style-type: none"> <li>Experience of full range of criminal work</li> <li>Experience of court advocacy</li> </ul>	<ul style="list-style-type: none"> <li>Involvement with local voluntary or business organisations</li> </ul>	C.V. 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> <li>Personal work planning and</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge and understanding of our ethos</li> <li>Commitment to publicly funded work and serving the community</li> </ul>	C.V. Interview

	<p>organisational skills</p> <ul style="list-style-type: none"> <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</li> <li>• Effective use of IT</li> </ul>	<ul style="list-style-type: none"> <li>• Active interest in what we do and how we do it</li> </ul>	
Aptitude/Personal Qualities	<ul style="list-style-type: none"> <li>• Flexible approach to working conditions and working environment</li> <li>• Honest, tolerance, common sense, energy and sense of humour</li> </ul>	<ul style="list-style-type: none"> <li>• Enthusiasm for embracing the new and unfamiliar</li> </ul>	C.V. Interview