

PERSON SPECIFICATION – Solicitor (Property)

Criteria	Essential	Desirable	How Assessed
Qualifications	<ul style="list-style-type: none"> Admitted or eligible for admission to the Roll 	<ul style="list-style-type: none"> Other relevant achievements/ Qualifications e.g. accreditation, membership of panels relevant to the specific post. 	C.V. Certificates
Experience	<ul style="list-style-type: none"> Appropriate work experience (2 to 10 years PQE in conveyancing) Experience of handling a large 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"> Detailed knowledge of applicable area of law Ability to produce accurate work to tight deadlines under pressure. Personal work planning and 	<ul style="list-style-type: none"> Knowledge and understanding of our ethos Active interest in what we do and how we do it – empathy & understanding of problems faced by our 	C.V. Interview

	<p>organisational skills</p> <ul style="list-style-type: none"> • Ability to think clearly & logically & communicate clearly orally and in writing • Good command of written & oral English • Ability to identify problems & their solutions & work on own initiative • Ability to manage own caseload and supervise the caseload of others • Effective use of IT • Exceptional client care skills 	clients	
Aptitude/Personal Qualities	<ul style="list-style-type: none"> • Flexible approach to working conditions and working environment • Honesty, tolerance, common sense and energy 	<ul style="list-style-type: none"> • Enthusiasm for embracing the new and unfamiliar 	C.V. Interview