

## PERSON SPECIFICATION – Solicitor (Private Client)

Criteria	Essential	Desirable	How Assessed
Qualifications	<ul style="list-style-type: none"> <li>Admitted or eligible for admission to the Roll</li> </ul>	<ul style="list-style-type: none"> <li>Other relevant achievements/Qualifications</li> </ul>	C.V. Certificates
Experience	<ul style="list-style-type: none"> <li>Appropriate work experience (1 years+ in wills, probate and estate administration)</li> <li>Experience of full range of private client work</li> </ul>	<ul style="list-style-type: none"> <li>Supervision and training responsibilities</li> <li>Involvement with professional organisations or local voluntary or business organisations or</li> </ul>	C.V. Interview
Skills/Abilities/Knowledge	<ul style="list-style-type: none"> <li>Detailed knowledge of family law</li> <li>Ability to produce accurate work to tight deadlines under pressure.</li> <li>Personal work planning and organisational skills</li> <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> </ul>	<ul style="list-style-type: none"> <li>Ability to supervise the caseload of others effectively</li> <li>Knowledge and understanding of our ethos</li> <li>Active interest in what we do and how we do it – empathy &amp; understanding of problems faced by our clients</li> </ul>	C.V. Interview

	<ul style="list-style-type: none"> <li>• Ability to manage own caseload</li> <li>• Effective use of IT</li> <li>• Exceptional client care skills</li> </ul>		
Aptitude/Personal Qualities	<ul style="list-style-type: none"> <li>• Flexible approach to working conditions and working environment</li> <li>• Honesty, tolerance, common sense, energy and a good sense of humour</li> </ul>	<ul style="list-style-type: none"> <li>• Enthusiasm for embracing the new and unfamiliar</li> </ul>	C.V. Interview