

PERSON SPECIFICATION – Solicitor (Private Client)

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 	C.V. Certificates
Experience	<ul style="list-style-type: none"> Appropriate work experience (5 years+ in wills, probate, estate administration and Court of Protection) Experience of full range of private client work 	<ul style="list-style-type: none"> Supervision and training responsibilities Involvement with professional organisations or local voluntary or business organisations or 	C.V. Interview
Skills/Abilities/Knowledge	<ul style="list-style-type: none"> 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 clearly orally and in writing Good command of written & oral English Ability to identify problems & 	<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 clients 	C.V. Interview

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