

Person Specification - Employment Solicitor/F.CILEx - 8 Years PQE

FACTORS			CRITERIA	MEANS OF ASSESSMENT		
				Application	Reference	Interview
Education and Professional Qualifications	Essential	A1	A1. Qualified Solicitor/F.CILEx with a minimum of 8 years PQE	X		
	Desirable	B	*			
Experience/ Training	Essential	C	C1. Demonstrable evidence of working as a Litigator with knowledge of the Court Process. Experience of working in private practice or Local Authority litigation department, or appropriate in house experience handling own caseload to include a range of litigation claims to trial from Small Claims to Multi Track	X		X
			C2. Demonstrable evidence of dealing with a wide range of Corporate/Company disputes, therefore a good understanding of the Company and Corporate Structure, together with Directors Responsibilities would be necessary for this role.	X		X
			C3. Experience of management, training and/or supervision of other fee earners.	X		X
			C4. Computer literate with sound working knowledge of Windows and Microsoft Office	X		X
			C5. Used to working to targets	X		
			C6. Experience of dealing with complaints and compliance issues	X		X

	Desirable	D	<p>D1. Experience of using a case management system</p> <p>D2. Experience of preparing financial budgets.</p> <p>D3. Experience of preparing reports for HOD's meetings</p> <p>D3. Experience of attending HOD's/Partner meetings and reporting upon team performance</p>	X	X	X
				X	X	X
				X		X
				X		X
Specific Aptitude and Abilities	Essential	E	<p>E1. Well organised</p> <p>E2. Good client communication skills</p> <p>E3. Ability to work alone and as part of a team</p> <p>E4. Ability to balance clients needs with the importance of financial targets.</p> <p>E5. Willingness to be involved within the Company Marketing initiatives to generate new business</p> <p>E6. Willingness to attend networking events either within or outside of usual office hours</p> <p>E7. Ability to identify areas for improvement/implement and monitor policies for such</p>	X	X	X
				X	X	X
				X	X	X
	Desirable	F				
Interpersonal skills	Essential	G	<p>G1. Good people skills</p> <p>G2. Able to earn respect from others</p> <p>G3. Able to use own initiative be a team player with a willingness to help and support colleagues</p>	X	X	X
				X	X	X
				X	X	X

			G4. Able to communicate effectively at all levels	X		X
	Desirable	H				
Special factors	Essential	I	I1. Enthusiastic	X	X	
			I2. Full clean driving licence and own transport and willing to visit clients and contact at their place of business.	X	X	
			I3. Flexible approach to work	X	X	X
	Desirable	J	*			