

Commercial Property Lawyer (Solicitor or FCILEx) 3 yrs +PQE

Person Specification

FACTORS			CRITERIA	MEANS OF ASSESSMENT		
				Application	Reference	Interview
Education and Professional Qualifications	Essential	A	A1. Admitted Solicitor 3 yrs + PQE Or A2. FCILEx 3 yrs + PQE	x		
	Desirable	B	B1.			
Experience/ Training	Essential	C	C1. Able to handle, without supervision, a wide variety of commercial property matters, including landlord and tenant transactions, freehold and leasehold sales and purchases and related transactions, from initial instructions to completion and post-completion work	x	x	x
			C2. Experience of developing and maintaining good business relationships with clients, business contacts and referral partners such as accountants and surveyors	x		x
C3. Experience of drafting complex documents and/or bespoke clauses and documents.			x		x	
C4. Used to working to targets			x		x	
Desirable	D	D1. Experience of using a case management system	x		x	
		D2. Experience of using a customer relationship management system	x		x	
Specific aptitude and abilities	Essential	E	E1. Well organised	x		x
			E2. Proactive approach to transactions and problem solving			x
			E3. Ability to work alone and as part of a team			x
			E4. Willingness to be involved in marketing of the business in departmental marketing meetings, internal activities such as drafting articles and external events to generate new business		x	x
			E5. Computer literate with sound working knowledge of Windows and Word	x		x

	Desirable	F	~			
Interpersonal skills	Essential	G	G1. Excellent 'people' and client care skills including excellent verbal and written communication skills G2. Team player - able and willing to help and support colleagues and earn respect from others		x	x
	Desirable	H	~			
Special factors	Essential	I	I1. Enthusiastic I2. Full clean driving licence and own transport. Willing to visit clients and business contacts at their place of business or elsewhere as required		x	x
	Desirable	J	J1. Ambition to further career within the firm			x