

## Person Specification for Commercial Property Solicitor/FILEX

FACTORS			CRITERIA	MEANS OF ASSESSMENT		
				Application	Reference	Interview
Education and Professional Qualifications	Essential	A	Solicitor or FILEX	X		
	Desirable	B				
Experience/ Training	Essential	C	C1. NQ to 5 years PQE specialising in Commercial Property	X		X
			C2. Able to handle, with limited supervision, a wide variety of commercial property matters from initial instructions to completion and post-completion work.	X	X	X
C3. Able to start, develop and maintain good business relationships with clients, business contacts and referral partners such as accountants and surveyors.			X	X	X	
C3. Able to draft complex and/or bespoke documents and clauses.			X			
C4. Strong IT skills (you will receive training on our Case Management System)			X	X	X	
C5. Excellent technical knowledge of Commercial Property law						
Desirable	D	D1. Experience of using a case management system			X	
		D2. Experience of using a customer relationship management system.			X	
Specific aptitude and abilities	Essential	E	E1. Confident and personable with excellent client care and communications skills (both verbal and written)  E2. Well organised  E3. Proactive approach to transactions and problem solving.		X	X

			<p>E4. Ability to work alone and as part of a team</p> <p>E5. Willingness to be involved in marketing of the business in departmental marketing meetings, making contacts, attending events and drafting articles to generate new business</p> <p>E6. Motivated to take up a challenge</p>			
	<b>Desirable</b>	<b>F</b>	*			
<b>Interpersonal skills</b>	<b>Essential</b>	<b>G</b>	<p>G1. Buy-in to LW Core Values</p> <p>G2. The ability to build rapport with colleagues and clients alike</p>			<p>X</p> <p>X</p>
	<b>Desirable</b>	<b>H</b>	*			
<b>Special factors</b>	<b>Essential</b>	<b>I</b>	<p>I1. Enthusiastic</p> <p>I2. Full driving licence and own transport and to be willing to visit clients and business contacts at their place of business or elsewhere</p>	X		X
	<b>Desirable</b>	<b>J</b>	*			