

Person Specification - Litigation Solicitor/F.CILEx - 4 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 4 years PQE.	X		
	Desirable	B	B1. Law Society and Resolution Family Panel membership.	X		
Experience/ Training	Essential	C	C1. Demonstrable evidence of working as a Family lawyer with knowledge of the Court Process. Experience of working in private practice. Family department experience handling own caseload to include a wide range of Family matters.	X	X	X
			C2. Demonstrable evidence of dealing with a wide range of types of Family cases. Where there is a gap in knowledge or experience there must be a willingness to research and learn.	X	X	X
			C3. Experience of management, training and/or supervision of other fee earners.			
			C4. Computer literate with sound working knowledge of Windows and Microsoft Office.	X	X	X
			C5. Used to working to targets.			
			C6. Willingness to engage in and promote activities that are designed to raise the Company's profile and network.	X		X

	Desirable	D	D1. Experience of using a case management system.	X		X
			D2. Experience of preparing financial budgets.	X	X	X
Specific Aptitude and Abilities	Essential	E	E1. Well organised.	X	X	X
			E2. Good client communication skills.	X	X	
			E3. Ability to work alone and as part of a team.	X	X	
			E4. Ability to balance clients needs with the importance of financial targets.		X	
			E5. Willingness to be involved within the Company Marketing initiatives to generate new business.		X	
	Desirable	F	*			
Interpersonal skills	Essential	G	G1. Good people skills.	X	X	X
			G2. Able to earn respect from others.	X	X	
			G3. Able to use own initiative be a team player with a willingness to help and support colleagues.	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	
	Desirable	J	*			