

PERSON SPECIFICATION - TRAINEE SOLICITOR

The following criteria will be used to assess candidates for the position of Trainee Solicitor. Although we appreciate that many of the specifications can be demonstrated by reference to educational experience, it is recommended that candidates also use alternative experiences to demonstrate how they meet the required criteria.

Education and qualifications	
<p>Essential</p> <ul style="list-style-type: none"> To be educated to degree level (Class 2:1 or above) Successful completion of Legal Practice Course by commencement of training contract Commitment to continuing professional development 	<p>Desirable</p> <ul style="list-style-type: none"> All modules passed at first attempt On-going legal education, research, training, ie. through professional magazines, membership and participation in professional student groups etc.
Experience	
<p>Essential</p> <ul style="list-style-type: none"> Experience of working to deadlines Experience of working in a team environment 	<p>Desirable</p> <ul style="list-style-type: none"> Has worked in a busy environment Previous experience as a team member/leader Previous paid employment
Knowledge and skills	
<p>Essential</p> <ul style="list-style-type: none"> Good written and verbal communication skills Good interpersonal skills Analytical problem solving skills Drafting, interviewing, research and advocacy skills Understand, interpret and explain legal issues Knowledge of business and economic conditions affecting the legal profession Ability to prioritise and organise work IT skills – Microsoft Office 	<p>Desirable</p> <ul style="list-style-type: none"> Has used interpersonal skills to forge successful business relationships or to influence people experience of project work understanding of the application of case management systems
Competencies	
<p>Essential</p> <ul style="list-style-type: none"> Commitment Vision – forward looking Self-motivated - ability to work on own initiative Shows an enthusiastic, positive and pro-active approach Commitment to client care Ability to embrace change Resilient and copes under pressure Confident and outgoing 	<p>Desirable</p> <ul style="list-style-type: none"> Has been involved in a non-educational project which has necessitated long-term commitment Has previous experience working in a commercial environment where client care has been paramount. Previous experience working in a pressurised solicitors' office