

### Person Specification

Post: Solicitor/Legal Executive

Team: Dispute Resolution

Office: Welsh Bridge

#### **Key Duties and Responsibilities**

- To liaise with clients to take initial instructions and provide subsequent legal advice as required;
- To carry out required administrative functions such as file opening, billing, and file closing;
- To take part in marketing and networking activities to develop new business;
- To keep informed of all changes in the law and practice in own area of work;
- Maintain and enhance up to date legal skills;
- To exercise financial control with particular regard to cash flow control through collection of monies on account and billing procedures;
- Perform work accurately, reliably and in accordance with the firm's quality and risk procedures.
- To maintain the firm's core values

<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Knowledge, Experience and Qualifications</b>	
Educated to degree level – minimum 2:1	Basic knowledge of insolvency law, property law and professional negligence.
Qualified Solicitor or Legal Executive with minimum of one year PQE in a similar role.	Experience of using SOS Connect case management system and accounts package
Strong links and/or commitment to Shropshire	Experience of using Dictate Now (or other) digital dictation software and/or Dragon dictate voice recognition software.
Genuine interest and passion for civil and commercial litigation and the ability to demonstrate commercial awareness.	Ability to create new documents and/or work flows within the case management system to required standards.
IT literate and competent in using Microsoft Word to create and edit documents and Outlook for email and diary management.	Knowledge of external quality accreditations such as IIP (Investors in People) and Lexcel and compliance.
Sound understanding of Anti Money Laundering Regulations and the Solicitors Accounts Rules.	Member of the PNLA (Professional Negligence Lawyers Association) or other relevant accreditation
	Knowledge of social media as a marketing and business development tool.
<b>Skills and Competencies</b>	
<b>Team Orientation</b>	
Ability to motivate self and others to exceed targets	
Flexible and adaptable approach in order to manage a varied caseload and embrace change.	

Helpful and supportive to colleagues.	
Takes pride in work and committed to producing work of highest quality.	
<b>Communication</b>	
Good negotiation skills and the ability to change other people's views.	
Able to convey information accurately both verbally and in written form.	
Can communicate effectively with people at all levels.	
<b>People Management</b>	
Ability to organise own work within deadlines and to agreed standards.	Monitors delegated tasks and tackles issues if they arise.
Self-motivated and requires very little prompting Focuses on 'getting the job done'.	
Good time management skills, making best use of time and resources to delivery work to deadlines.	
<b>Client Care</b>	
Excellent client care skills and the ability to develop strong relationships with both existing clients and prospective clients.	Anticipates clients' future requirements, understands business objectives and prioritises, leads and manages others in taking a client approach.
Takes ownership of problems and maintains contact with client until resolved.	Takes a lead role in developing new or improved services.
Ability to market the firm to third parties and introducers requiring a suitable level of social confidence and presentation skills	
<b>Problem solving</b>	
Methodical, organised and systematic approach.	Ability to view problems and solutions from clients and others perspectives and applies experience gained in different circumstances to assist with decision making.