### SOLICITOR – CIVIL LAW DEPARTMENT

# **PERSON SPECIFICATION**

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**Essential requirements:**

**Qualifications and experience:**

1. Qualified solicitor +3 years PQE
2. Experience of working on a publicly funded caseload
3. A strong interest in at least one relevant area of law which you have or would like to develop an expertise in; Inquiry and Inquests, Public Law or Claims against Public Authorities.
4. Motivation for and a commitment to working in a mixed legal aid/private practice such as Birnberg Peirce Solicitors.
5. Experience of working in a team.
6. Experience of working in some or all of the areas of our work
7. Experience of working with vulnerable clients
8. Strategic and tactical approach to dealing with opponents and problem solving

**Practice skills:**

1. Interviewing skills – ability to interview clients, take their instructions and advise them.
2. Ability to communicate clearly & effectively in written English – so as to advise clients and make written representations.
3. Ability to prioritise own workload – in a busy and deadline driven environment
4. Ability to deal effectively with bureaucracy including the Legal Aid Agency
5. Ability to conduct research, both legal and evidential
6. Ability to use IT systems, be self-servicing in respect to document production and learn new IT skills as required
7. Time management skills – to manage your time effectively and record time spent so as to meet an annual time recording target.
8. Ability to understand and apply the Legal Aid Agency rules and practice pertaining to funding if doing publicly funded work.
9. The commercial awareness to understand the importance to a legal practice of meeting an annual billing target.
10. If undertaking privately funded work the ability to deal confidently with clients in respect to costs and the payment of fees.

**Desirable requirements:**

* 1. Voluntary, paid or campaign work demonstrating a commitment to civil liberties
  2. Supervisor in or able to become a supervisor in next 12 months in CAPA legal aid category