

**PERSON SPECIFICATION**

<b>Office and Team:</b>	National Litigation Unit
<b>Job Title and Grade:</b>	Assistant Litigation Executive - Grade 4
<b>Date:</b>	February 2018

Specification	Essential	Desirable
<b>Relevant skills and/or aptitudes</b>	<p>Knowledge of PI law – as applicable.</p> <p>Knowledge of CPR, rules on evidence, litigation process and funding – as applicable.</p> <p>Ability to assess and advise on evidence, liability and quantum.</p> <p>Ability to work quickly, accurately and to deadlines.</p> <p>Ability to prioritise.</p> <p>Good verbal and written communication skills, including drafting skills.</p> <p>Strong file management skills.</p> <p>Competent in the use of Microsoft Outlook and Word.</p>	<p>Good advocacy skills.</p>
<b>Experience</b>	<p>Experience of handling fast track PI claims including experience of the litigation process.</p> <p>Experience of meeting deadlines with a minimum of supervision.</p> <p>Direct contact with clients.</p>	<p>Trial experience.</p> <p>Experience of working with electronic case management system.</p>

Specification	Essential	Desirable
<p><b>Relevant education/training</b></p>	<p>Law degree or common Professional examination/Graduate Diploma in law or experience of equivalent standing.</p> <p>Proven ability in numeracy and verbal and written communication skills.</p>	<p>Admitted solicitor or legal executive.</p>
<p><b>Other requirements</b></p>	<p>Ability to work in a team.</p> <p>An ability to work proactively.</p> <p>An ability to empathise with clients.</p> <p>Flexibility.</p>	<p>Empathy with trade unions and Labour movement.</p> <p>Understanding of the importance of developing and maintaining good client relationships.</p>