

## PERSON SPECIFICATION

<b>Office and Team:</b>	Sheffield - Case Management Team
<b>Job Title and Grade:</b>	Stage 2 Executive - Grade 3
<b>Date:</b>	February 2018

Specification	Essential	Desirable
<b>Relevant skills and/or aptitudes</b>	<p>Good IT skills – including use of Word packages.</p> <p>Ability to draft relevant correspondence including email.</p> <p>Ability to work on own initiative and as a member of a team.</p> <p>Ability to work accurately and pro-actively with accuracy and attention to detail in all aspects of work.</p> <p>Good client care skills – an ability and willingness to develop client relationships.</p> <p>Good organisational skills.</p> <p>Ability to follow instructions and make appropriate decisions relevant to the level of work and knowing when to refer matters.</p> <p>Ability to assess quantum.</p> <p>Numerate and possess good verbal and written communication.</p>	

Specification	Essential	Desirable
<b>Experience</b>	<p>Client contact either on the phone or in person.</p> <p>Case management systems.</p> <p>Good knowledge of Pre Action Protocols for Low Value Personal Injury claims and the tactics to apply to cases in the Portal environment.</p>	<p>PI Fast track case handling.</p> <p>Knowledge of private client funding arrangements including success fees, CFAs, BTE and ATE.</p> <p>Knowledge of the MOJ Low Value Portal.</p>
<b>Relevant education/training</b>		<p>Law degree or Common Professional examination/Graduate Diploma in Law or experience of equivalent standing.</p> <p>At least a 2:2 classification Law Degree.</p> <p>Legal Practice Course or Bar Professional Training Course/Bar Vocational Course.</p>
<b>Other requirements</b>	<p>Enthusiastic attitude and approach to work.</p> <p>Reliable and dependable.</p> <p>Client focussed approach.</p> <p>Adaptable to change and flexible.</p>	<p>An understanding of and empathy with the Trade Union movement.</p>