

PERSON SPECIFICATION

Office and Team:	Sheffield - Case Management Team
Job Title and Grade:	Acquire Evidence Executive - Grade 2
Date:	February 2018

Specification	Essential	Desirable
Relevant skills and/or aptitudes	<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>Numerate and possess good verbal and written communication skills.</p>	

Specification	Essential	Desirable
Experience	<p>Legal sector.</p> <p>Dealing with clients – face to face or on the telephone.</p>	<p>Administrative work, data inputting experience.</p>
Relevant education/training	<p>MOJ Low Value Portal claims process.</p>	<p>Law degree or Common Professional examination/Graduate Diploma in Law or experience of equivalent standing. At least a 2:2 classification Law Degree.</p> <p>Legal Practice Course or Bar Professional Training Course/Bar Vocational Course.</p>
Other requirements	<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>