

PERSON SPECIFICATION

Office and Team:	National Fast Track Centre (CMT)
Job Title and Grade:	Supervisor – Grade 5
Date:	February 2018

Specification	Essential	Desirable
Relevant skills and/or aptitudes	<p>Strong supervisory skills.</p> <p>Ability to analyse and disseminate information in a clear and direct way.</p> <p>Understanding of relevant statutory and common law legal practice and procedure, including on fixed fee costs and funding.</p> <p>Proven tactical litigation skills.</p> <p>Excellent communication skills, both written and verbal.</p> <p>Ability to deliver fully against deadlines and self-monitor delivery. This requires strong organisational, administrative and time management skills.</p> <p>Ability to prioritise, with a strong emphasis on attention to detail.</p> <p>Excellent client care skills.</p>	

Specification	Essential	Desirable
Experience	<p>Significant post qualification or equivalent experience in contentious fast track PI case handling including significant advocacy and litigation experience.</p> <p>Experience of successfully mentoring, developing and supervising individuals within PI litigation.</p> <p>Experience of delivering training to staff.</p> <p>Established track record of excellent client care and the development of client relationships.</p>	Dealing with claims on behalf of trade union members.
Relevant education/ training	Admitted solicitor, FILEX or equivalent practical experience.	
Other requirements	<p>Willingness to accept accountability for success or failure of the Team.</p> <p>Understanding of supplier agreements to allow for instructions to experts/suppliers on best terms possible.</p>	<p>Empathy with the trades union and Labour movement.</p> <p>Marketing experience.</p>