

PERSON SPECIFICATION

Office and Team:	National Litigation Unit
Job Title and Grade:	Pre Litigation Executive – Grade 3
Date:	February 2018

Specification	Essential	Desirable
Relevant skills and/or aptitudes	<p>Knowledge of PI law – as applicable.</p> <p>Knowledge of Pre-Action Protocols, CPR and funding – as applicable.</p> <p>Ability to work quickly, accurately and to deadlines.</p> <p>Ability to prioritise.</p> <p>Attention to detail.</p> <p>Good Interpersonal /Communication skills, both written and verbal.</p> <p>Excellent client care skills.</p> <p>Ability to follow instructions and make appropriate decisions.</p> <p>Good IT skills.</p>	<p>Ability to take delegated tasks from start to finish with minimum of supervision.</p>
Experience	<p>Team working.</p> <p>Experience of client contact, either in person or by telephone.</p>	<p>Previous experience of working within a legal environment.</p>

Specification	Essential	Desirable
	Use of electronic case management systems.	
Relevant education/training	Proven ability in numeracy and verbal and written communication skills. Working towards CILEX	Law degree or common Professional examination/Graduate Diploma in law or experience of equivalent standing. CILEX
Other requirements	Accountability and trustworthiness. Flexibility.	Empathy with the TU and Labour movement. Driving licence.