

The factors below should only be included if they are essential to allow the main responsibility of the job to be completed effectively. Where a factor is not essential but desirable this should be clearly indicated. Essential criterion = required at point of recruitment. Desirable criterion = can be developed over time.

Factor	Essential	Desirable	Method of Assessment
<b>Qualifications :</b> (This should include any qualifications that are legally or professionally required in order to practice in a profession)	<p>Legal Executive (Fellow of ILEX or equivalent)</p> <p>Educated to Degree level or equivalent</p>	Law degree	Application
<b>Knowledge and Skills:</b> (Level of knowledge and/or skills required to enable a person to carry out the job. It recognises that knowledge and skills can be acquired through practical work and learning on-the-job as well as by formal education or training)	<p>Highly computer literate, in particularly Word, Outlook, Excel</p> <p>Full driving licence</p> <p>Excellent written and verbal communication skills.</p> <p>Numerate</p> <p>Analytical</p>		Application and interview
<b>Experience:</b>	<p>Legal practice areas including commercial and residential conveyancing, Right To Buy, and housing law</p>	<p>Management of insurance.</p> <p>Legal practice team of Housing Association, local government, property company solicitor's office or equivalent</p> <p>People management</p>	Application and interview
<b>Judgment/ Decision Making</b>	<p>Self-motivated, demonstrating drive, enthusiasm and determination.</p> <p>Ability to balance long term and short term objectives</p> <p>Able to organise resources to</p>		Application and interview

	<p>achieve goals</p> <p>Able to plan and prioritise effectively</p> <p>Ability to work under own initiative</p> <p>Ability to think strategically</p> <p>Ability to self-manage</p>		
<b>Customer Care/Interpersonal Skills</b>	<p>To be able to work as part of a team.</p> <p>Work effectively with others to accomplish organisational goals.</p> <p>To be willing to consult and listen closely to others.</p> <p>Demonstrate commitment to Customer Service.</p> <p>Ability to adapt to change and develop practical solutions</p> <p>Work on own initiative</p> <p>Ensure quality and productivity goals and standards are met.</p>		
<b>Service Development/Finding Solutions</b>	<p>Ability to work under pressure and meet deadlines.</p>	<p>Develop and maintain systems and procedures</p>	<p>Application and interview</p>
<b>Other Factors</b>	<p>To be able to work occasional unsociable hours.</p> <p>Requirement to travel within the City area.</p> <p>Occasional requirement to travel within the County area.</p> <p>Use of own car in connection with employment.</p> <p>Ability to be flexible in working hours to suit internal and external contacts</p>		<p>Application and interview</p>