**Person specification**

**Legal Advisor**

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| Criteria | Essential/Desirable |
| Person specification |  |
| Able to prioritise workload | Essential |
| Able to work to deadlines | Essential |
| Able to work in a fast-paced environment and meet targets | Essential |
| Able to work on own initiative and as part of a team | Essential |
| Demonstrates excellent customer service and communication skills | Essential |
| Demonstrates questioning and listening skills as well as research | Essential |
| Has an excellent telephone manner | Essential |
| Experience |  |
| Working in a call centre environment, or similar | Desirable |
| Working in a customer care environment | Desirable |
| Working in a legal environment | Desirable |
| Experience of working in a Wills & Probate department | Desirable |
| Technical skills and qualifications |  |
| Good standard of education | Essential |
| Good standard of spoken and written English | Essential |
| Competent use of Microsoft Word and Excel, and general computer skills | Essential |
| Legal qualifications or experience in providing basic legal advice | Essential |
| Competent use of case management systems | Desirable |