**Person Specification**

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| **Criteria** | **Essential/Desirable** |
| **Person specification** |  |
| Highly organised and thorough with a strong eye for detail and the ability to assess, plan and prioritise work and take decisions for self and team | Essential |
| Demonstrates self-motivation and a desire to learn and progress and inspire this in others | Desirable |
| Demonstrates a proactive and client-centric approach | Desirable |
| Able to comply and ensure compliance with agreed process, best practice and regulatory requirements | Essential |
| Able to work flexibly as needed to hit set targets and deadlines | Essential |
| Able to work as part of a team as well as on own initiative | Desirable |
| **Experience** |  |
| Dealing with a large and varied ET caseload, advice work and settlement agreements (claimant experience preferred) | Essential |
| Supervising lawyers of various levels of qualification and non-qualified staff | Desirable |
| Using a case management system | Desirable |
| Working in a legal, insurance or professional environment  | Essential |
| **Technical skills and qualifications** |  |
| Excellent technical and practical knowledge and understanding of employment law and practice with the ability to work unsupervised | Essential |
| Proficient with Microsoft Word, Excel and Outlook with the ability to work without administrative assistance | Desirable |
| Good comprehension skills to understand large volumes of documents  | Essential |
| Able to write clearly, correctly and concisely  | Essential |
| Excellent telephone manner and verbal communication skills | Essential |
| Able to collect and analyse evidence, research the law and determine prospects, provide appropriate advice, and progress matters efficiently | Essential |
| Qualified solicitor/barrister/legal executive (pref.3yrs+) or equivalent experience | Essential |

**Supervisor, Employment Department**