

PERSON SPECIFICATION

Job Title	Trainee Solicitor	Job Number	
Directorate	Corporate Services	Location	Various
Completed By	Maria Bundy	Date	July 2021

Criteria <i>(insert/delete rows as required)</i>	Indicate by ✓		Measured By
	Essential	Desirable	
Qualifications and Experience Academic, technical and professional			
• Upper Second (2:1) or higher in LLB or GDL or equivalent	✓		Certificate
• Successful completion of or currently undertaking Legal Practice Course	✓		Certificate
Work Experience & Attainments Previous work experience relevant to the job			
• Experience in a legal office or legal environment		✓	Application / Interview
Skills and Competencies			
• Ability to learn effectively and put learning into practice quickly	✓		Application / Interview
• Excellent oral and written communication skills	✓		Application / Interview
• Enthusiasm and a strong work ethic	✓		Application / Interview
• Applying legal principles to practical situations	✓		Interview
• Ability to represent the organisation externally	✓		Application / Interview
• Ability to work independently and exercise initiative	✓		Application / Interview
• Demonstrable ability to work within a team	✓		Application / Interview
• Confidence to exercise appropriate judgement	✓		Application / Interview
• Confidence in presentation	✓		Application / Interview

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Criteria <i>(insert/delete rows as required)</i>	Indicate by ✓		Measured By
	Essential	Desirable	
<ul style="list-style-type: none"> Ability to think analytically and critically 	✓		Application / Interview
<ul style="list-style-type: none"> Proactive in learning opportunities 	✓		Application / Interview
PC/Computer Literacy Job content relating to this			
<ul style="list-style-type: none"> Fully ICT literate and familiar and comfortable with using ICT solutions to deliver legal services to maximise productivity 	✓		
<ul style="list-style-type: none"> Ability to conduct legal research including use of Legal databases 		✓	
Circumstances Location, flexibility and mobility; other circumstances specific to the job			
<ul style="list-style-type: none"> Required to work from various client office locations. The ability to travel between these offices is essential 	✓		
<ul style="list-style-type: none"> To ensure that service delivery complies with current regulations, accepted professional standards, the council's policies and procedures and appropriate legislation (including legislation on equalities, health and safety and safeguarding children and vulnerable adults) 	✓		