

**PERSON SPECIFICATION**

JOB TITLE: Fee Earner  
 BUSINESS GROUP: Commercial Property  
 LOCATION: Portsmouth

| Criteria                            | Essential  | Desirable  |
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| <p><b>Skills/Qualifications</b></p> | <p><u>Required Skills</u></p> <ul style="list-style-type: none"> <li>• Highly accurate and precise with strong attention to detail</li> <li>• Excellent organisation and file management skills</li> <li>• Ability to work paperlight</li> <li>• Ability to manage a full caseload independently</li> <li>• Strong supervisory skills for managing support staff</li> <li>• Excellent client care and communication skills</li> <li>• Ability to work within a team environment</li> <li>• Ability to work under pressure and meet deadlines</li> <li>• Proactive approach to caseload and business development</li> <li>• Flexibility in type of work taken on</li> <li>• Strong marketing and networking skills and a willingness to attract new work</li> <li>• IT and case management efficiency</li> <li>• Ability to achieve a fee target</li> </ul> |  |
| <p><b>Knowledge</b></p>             | <p>Strong property law and practice background with sound technical knowledge of:</p> <ul style="list-style-type: none"> <li>• Commercial lease transactions (acting for either landlord and tenant)</li> <li>• General commercial property transactions including conditional agreements overage and option agreements</li> </ul>   | <ul style="list-style-type: none"> <li>• Some general construction knowledge</li> <li>• Charity Law</li> </ul> |

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|                     | <ul style="list-style-type: none"> <li>• Property finance acting for institutions and private lenders or borrowers</li> <li>• Development matters to include planning and infrastructure agreements, site set up, and transfers of part</li> </ul>   |   |
| <b>Experience</b>   | <ul style="list-style-type: none"> <li>• Experience in Commercial Property</li> <li>• Proven experience of running files independently</li> <li>• Experience in supervising or mentoring junior/support staff</li> </ul>   | <ul style="list-style-type: none"> <li>• Established professional network</li> <li>• Existing client following</li> </ul> |
| <b>Presentation</b> | <ul style="list-style-type: none"> <li>• Presentable appearance</li> <li>• Good telephone manner</li> </ul>  |   |
| <b>Attributes</b>   | <ul style="list-style-type: none"> <li>• Going the extra mile to meet tight deadlines and exceed client expectations</li> <li>• Being available</li> <li>• Collaborative team player with leadership capability</li> <li>• Commercial mindset with a focus on profitability</li> <li>• Enthusiastic about business development and growth</li> <li>• Demonstration of the qualities of A “Warner Goodman person” who is one who shows at all times:-</li> </ul> <ol style="list-style-type: none"> <li>1. The utmost honesty and integrity</li> <li>2. A “can do” positive attitude</li> <li>3. A willingness to help others and to go the extra mile</li> <li>4. An enthusiasm for the firm, its people and its clients</li> <li>5. A sense of pride and loyalty towards the firm and its people</li> <li>6. A flexible attitude towards their job</li> </ol> | <p>Well connected</p> <p>A following</p>  |

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|  | <p>description</p> <ol style="list-style-type: none"><li>7. A passion for delighting our clients</li><li>8. A desire to communicate with our clients and our people in a polite, friendly, approachable and pragmatic manner</li><li>9. An ability to deliver fees and focus on individual profitability</li><li>10. A desire to seek continual innovation and improvement</li></ol> |  |
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