

PERSON SPECIFICATION

JOB TITLE: Solicitor/Legal Executive
 BUSINESS GROUP: Family
 LOCATION: Southampton

Criteria	Essential	Desirable
Skills/Qualifications	<u>Qualifications:</u> Solicitor or FILEX <u>Skills:</u> <ul style="list-style-type: none"> • Accurate and precise • Needs to be extremely well organised and tidy • Able to run a tight diary schedule • Able to work within a team environment as well as on own initiative • Able to prioritise workloads • Able to work under pressure • Flexible • Attention to detail with figures • Attention to detail in respect of Case Management and Quality Standard Policies 	
Knowledge	IT literate A good knowledge of the Legal Aid system	Case Management
Experience	Running their own caseload of Family work Advocacy Experience	
Presentation	<ul style="list-style-type: none"> • Presentable appearance • Good telephone manner 	
Attributes	A "Warner Goodman person" is one who shows at all times:- <ol style="list-style-type: none"> 1. The utmost honesty and integrity 2. A "can do" positive 	Well connected A following

	<p>attitude</p> <p>3. A willingness to help others and to go the extra mile</p> <p>4. An enthusiasm for the firm, its people and its clients</p> <p>5. A sense of pride and loyalty towards the firm and its people</p> <p>6. A flexible attitude towards their job description</p> <p>7. A passion for delighting our clients</p> <p>8. A desire to communicate with our clients and our people in a polite, friendly, approachable and pragmatic manner</p> <p>9. An ability to deliver fees and focus on individual profitability</p> <p>10. A desire to seek continual innovation and improvement</p>	
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