

## PERSON SPECIFICATION

### Solicitor

ATTRIBUTE	ESSENTIAL	DESIRABLE
<b>Education and qualifications</b>	<ul style="list-style-type: none"> <li>Unrestricted Practising Certificate issued by the Law Society of Scotland or eligible to hold this at time of employment.</li> </ul>	
<b>Experience and knowledge</b>	<ul style="list-style-type: none"> <li>Conducting investigation or litigation work</li> <li>Presenting cases in court or tribunal</li> <li>Drafting written pleadings or equivalent</li> <li>Providing legal advice</li> <li>Preparing detailed, clear evidence based reports</li> <li>Assessing and analysing risk on an ongoing basis.</li> </ul>	<ul style="list-style-type: none"> <li>Regulatory experience</li> <li>In-house experience</li> <li>Presenting statutory appeals at Sheriff Court level</li> <li>Understanding of public administrative law and human rights</li> <li>Understanding of data protection law</li> <li>Contributing to delivery of projects and policy.</li> </ul>
<b>Skills and abilities</b>	<ul style="list-style-type: none"> <li>Exceptional analytical skills</li> <li>Exceptional written and oral communication skills</li> <li>Strong investigation skills</li> <li>Working effectively within a team environment</li> <li>Working using own initiative</li> <li>Planning and managing workload effectively and meeting deadlines</li> <li>Information technology skills and the ability to learn new software and systems.</li> </ul>	<ul style="list-style-type: none"> <li>Working with a variety of information systems, including a case management system.</li> </ul>
<b>Personal qualities and attitudes</b>	<ul style="list-style-type: none"> <li>Positive, enthusiastic, motivated and ambitious</li> <li>Flexible, tactful and proactive</li> <li>Willingness to embrace change.</li> </ul>	<ul style="list-style-type: none"> <li>Commitment to knowledge management and sharing.</li> </ul>

<b>ATTRIBUTE</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Key performance outcomes</b>	<ul style="list-style-type: none"> <li>Investigations and hearings are completed fairly, proportionately and promptly and protect the public, maintain public confidence in the profession and uphold proper standards.</li> </ul>	
<b>Special conditions</b>	<ul style="list-style-type: none"> <li>The role may require travel to different locations to take statements, present hearings or attend meetings.</li> </ul>	