

## LEGAL ADVICE CENTRE

### PERSON SPECIFICATION

JOB TITLE: Employment Solicitor / Caseworker

SALARY: £37,000

The Person Specification is a picture of skills, knowledge and experience needed to carry out the job and will be used in the interview process. You should demonstrate on your application form how you meet these criteria. Although all criteria are 'essential' to the post, those marked 'E' may be prioritised in the shortlisting process.

		<b>Essential (E) or Desirable (D) (if applicable)</b>	<b>Method of Assessment A= Application Form I= Interview</b>
<b>Knowledge</b>			
<b>1.1</b>	Knowledge of relevant legislation, standards national policies and legal procedures that apply to the post.	E	A, I
<b>1.2</b>	Knowledge of local government law and administration and best value.	E	A, I
<b>1.3</b>	Knowledge of employment law legislations and Equality Act.	E	A, I
<b>1.4</b>	Understanding of the principles of client care and experience of working in a Specialist Quality Mark accredited office.	E	A, I
<b>1.5</b>	Understanding of risk as it relates to legal matters within the remit of the post.	E	A, I
<b>1.6</b>			A, I

<p><b>1.7</b></p> <p><b>1.8</b></p>	<p>Knowledge of criminal and civil proceedings relating to Domestic Abuse.</p> <p>Knowledge of safeguarding adults and children.</p> <p>Knowledge of Honour Based Violence, Forced Marriage and Female Genital Mutilation.</p>	<p>D</p> <p>E</p> <p>D</p>	<p>A, I</p> <p>A, I</p>
<p><b>Qualifications &amp; Experience</b></p> <p><b>2.1</b></p> <p><b>2.2</b></p> <p><b>2.3</b></p> <p><b>2.4</b></p> <p><b>2.5</b></p> <p><b>2.6</b></p> <p><b>2.7</b></p>	<p>Practising Solicitor/Caseworker with relevant experience in the post or similar.</p> <p>Experience in advice, interpreting legal issues, preparing written advice and conducting legal casework relevant to the post.</p> <p>Experience of supervising advisers and volunteers.</p> <p>Ability to work unsupervised on a varied and extensive caseload of routine matters and to work effectively under pressure prioritising tasks.</p> <p>Ability to undertake advocacy at employment tribunals and courts relevant to the post, as appropriate to grade and experience.</p> <p>Experience supporting women, men and children who have been subject to domestic abuse.</p> <p>IT literate, able to understand and operate basic work packages including outlook.</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p>

<b>Other Skills</b>			
<b>3.1</b>	Developing Networks. Builds networks with key teams they work with, to ensure they achieve the best outcomes.	E	A, I
<b>3.2</b>	Communicating clearly. Checks understanding, they are understood by others and explains jargon where needed.	E	A, I
<b>3.3</b>	Respecting Diversity & being inclusive. Open-minded and appreciates alternative cultural perspectives, taking it into account when delivering service.	E	A, I