

**SENIOR SOLICITOR
EMPLOYEE SPECIFICATION**

	Attributes	Criteria	Rank
1	Education and Training Attainments	Qualified Solicitor holding a practicing certificate	Essential
2	Relevant Experience	Minimum of five years' experience working within an in-house legal team or law firm	Essential
3	Knowledge and Skills	<p>Sound knowledge of the law together with practical experience working in a commercial environment;</p> <p>A knowledge and understanding of social housing market</p> <p>Excellent negotiation and problem-solving skills</p> <p>Ability to work with accuracy and attention to detail and within deadlines</p> <p>Advanced computer literacy with experience that includes word-processing, spreadsheets, presentation packages, e-mail, electronic schedulers and internet.</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>
4	Special Aptitudes	<p>Possess excellent verbal and written communication skills, have the ability to compose letters, memos and reports keeping in mind the recipient</p> <p>Aptitude to self-manage and work independently</p> <p>Requirement to be fluent in English</p> <p>Able to work in a fast-paced, multi-tasking environment</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>
5	Additional	Experience of working in the social housing sector	Desirable

	Factors		
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