

## Person Specification – Criminal Defence Solicitor

|                                     | <b>Essential</b>   | <b>Desirable</b>   |
|-------------------------------------|--|--|
| <b>Skills</b>                       | <p>Excellent oral and written communication skills</p> <p>Ability to handle difficult clients</p> <p>Ability to manage and prioritise own workload</p> <p>Ability to carry out research quickly and efficiently</p> <p>Ability to work calmly under pressure</p>   |  |
| <b>Knowledge/<br/>Qualification</b> | <p>Qualified solicitor and experience working in criminal defence</p> <p>Knowledge of franchising/experience of working in legal aid provision</p> <p>Knowledge of Law Society guidelines and procedures of the Legal Aid Agency</p> <p>Excellent working knowledge of criminal law and procedure</p> <p>Working knowledge of using Windows, Microsoft office, Outlook and document management systems</p> | Duty Solicitor Accreditation   |
| <b>Experience</b>                   | <p>Experience of conducting own advocacy</p> <p>Experience of dealing with bills and billing issues and other administrative tasks</p>   | <p>Experience of working with other non-legal service providers</p> <p>Experience of marketing</p> |

|                           |   |  |
|---------------------------|---|--|
| <b>Qualities / Values</b> | Commitment to client care<br>Commitment to public funding<br>Motivation to join and promote Howells LLP<br>Willingness to work co-operatively in a team<br>Commitment to professional development |  |
|---------------------------|---|--|