

PERSON SPECIFICATION

Post:		
Fee earner		
Department:		
Mental Health		
Location:		
Sheffield		
Requirements	Essential	Desirable
Educational attainment	<p>A Level qualifications or equivalent</p> <p>Educated to degree level in law – second class or above</p>	LPC graduate
Knowledge required	<p>Working knowledge of using Windows, Microsoft Office, Powerpoint, Outlook and Case Management Systems</p> <p>A thorough understanding of mental health law.</p>	Worked in a service where agreed targets are in place demonstrating outcomes.

<p>Experience required</p>	<p>At least 3 years' experience of working in a similar role</p> <p>Panel Membership</p> <p>Experience of conducting own caseload.</p> <p>Previous experience of marketing and business development</p>	
<p>Skills and aptitudes required</p>	<p>Excellent oral and written communication skills</p> <p>Ability to relate to a wide range of clients and manage their expectations</p> <p>Ability to handle difficult clients</p> <p>Good prioritisation and time management skills</p> <p>Ability to organise own caseload</p> <p>Ability to carry out research quickly and efficiently</p> <p>Ability to work calmly under pressure</p>	

	<p>Ability to work with minimal supervision</p> <p>Ability to learn</p>	
<p>Personal qualities required</p>	<p>Commitment to client care</p> <p>Willingness to work cooperatively in a team</p> <p>Self-motivated</p> <p>Commitment to professional development</p> <p>Willingness to travel</p> <p>Demonstrates enthusiasm and commitment</p> <p>Willingness to undertake marketing/business development in order to promote Howells</p>	