

PERSON SPECIFICATION

Post:		
Fee Earner		
Department:		
Family		
Requirements	Essential	Desirable
Educational attainment	A level qualifications or equivalent	Educated to degree level LPC graduate
Knowledge required	<p>Working knowledge of using Windows, Microsoft Office, Powerpoint, Outlook and case management systems</p> <p>Knowledge of Law Society guidelines and procedures of the Legal Aid Agency</p> <p>Good knowledge of matrimonial law and practice</p> <p>Divorce and injunction applications</p>	<p>Knowledge of family law</p> <p>Knowledge of Law Society guidelines and procedures of the Legal Services Commission</p> <p>Knowledge of Lexcel practice management standard</p> <p>Knowledge of legal aid contracting/experience of working in a legal aid provision.</p>

Experience required	<p>Experience of conducting own caseload</p> <p>Experience of working with other non-legal providers</p> <p>Experience of working in a legal aid provision</p>	Experience of marketing
Skills and aptitudes required	<p>Excellent oral and written communication skills</p> <p>Good attention to detail</p> <p>Commitment to professional development</p> <p>Good prioritisation and time management skills</p> <p>Excellent client care</p>	
Personal qualities required	<p>Actively engages with others to build relationships and adapts personal style accordingly</p> <p>Ability to work calmly under pressure</p> <p>Willingness to work in a team</p> <p>Motivation to join and promote Howells LLP</p>	Willingness to carry out own advocacy