

Person Specification

Position Title	Trainee Solicitor
Division / Section	Resources
Service Area	Legal and Risk
Responsible To	Solicitors, Senior Solicitors and Principal Solicitor

Person Specification

Qualifications, training & professional membership	• Valid Diploma in Legal Practice from the Law Society of Scotland for the start of the traineeship	Essential
	• LLB or the equivalent in an accelerated law degree	Essential

The successful candidate will demonstrate evidence of the following experience, knowledge, skills and understanding. Evidence will be sought for selection purposes.

EXPERIENCE

- Experience of operating in a working environment. Desirable
- Experience of working as part of a team. Desirable
- Experience of problem solving within a work environment. Desirable

KNOWLEDGE SKILLS AND UNDERSTANDING

- Strong interpersonal and teamwork skills. Essential
- Ability to communicate effectively and accurately, both verbally and in writing. Essential
- Ability to research legal solutions effectively and clearly present findings. Essential
- Knowledge of the fundamental principles of Scots Law. Essential

Competencies & Values Framework: level A

Applicants will also be measured against the following competencies:

Being customer/client focused

Delivers high quality services to both internal and external customers/clients. Proactively identifies customer's/client's future requirements and constantly strives to enhance service delivery.

Competency Level Target behaviours:

- is respectful and courteous to customers/clients
- understands and resolves customer/client's needs
- takes opportunities to improve customer/client services
- is aware of service levels expected and strives to meet them
- seeks and acts on feedback from customers/clients
- supports others when dealing with customers/clients.

Working effectively with others

Builds consensus, support and commitment within the team around key organisational objectives. Treats others respectfully and encourages diversity.

Competency Level Target behaviours:

- treats others in a fair and equal manner
- considers and respects other people's ideas/opinions
- co-operates with others in the workplace
- adapts own views and ideas for the good of the team
- goes out of their way to help others.

Managing change

Initiates and drives the pace of change and supports others in working through change.

Competency Level Target behaviours:

- is willing to try new or different ways of working
- displays a flexible attitude to duties and responsibilities
- reprioritises own work when deadlines are changed
- helps others to adapt to change.

Taking ownership and responsibility

Takes responsibility for own behaviour. Seeks feedback and takes positive action in response. Takes responsibility for supporting corporate values.

Competency Level Target behaviours:

- manages own time effectively and works productively
- responds positively to feedback and takes appropriate action
- ensures own knowledge and skills are sufficient for the job
- considers how own behaviour affects others and changes accordingly
- recognises and acts when something needs to be done.

Communicating effectively

Communicates accurate information with complete conviction and clarity. Confidently uses a variety of communication methods and styles appropriate to audience.

Competency Level Target behaviours:

- listens carefully and asks questions if understanding is unclear
- uses simple and clear language
- seeks advice when necessary
- provides clear and accurate information
- uses appropriate body language and eye contact.

Planning and decision making

Translates strategy into specific plans to deliver outstanding results. Makes sound decisions based on evaluations of options and their risks.

Competency Level Target behaviours:

- works in a planned and organised way
- follows instructions and procedures
- understands what decisions can be taken within own duties and makes them when required
- takes account of available resources when planning own work activities.