

PERSON SPECIFICATION

Office and Team:	
Job Title and Grade:	Executive – ER – Grade 5
Date:	

Specification	Essential	Desirable
Relevant skills and/or aptitudes	<p>Good knowledge of law of Employment Law – as applicable.</p> <p>Good knowledge of Employment Tribunal (ET) and Employment Appeal Tribunal (EAT), rules on evidence, litigation process and funding – as applicable.</p> <p>Ability to assess and advise on the prospects of success and value of ET claims.</p> <p>Good numerical skills and an ability to calculate special damages.</p> <p>Ability to work quickly, accurately and to deadlines.</p> <p>Ability to prioritise.</p> <p>Good verbal and written communication skills, including drafting and advocacy skills.</p> <p>Strong file management skills.</p> <p>Competent in the use of Microsoft Outlook and Word.</p>	<p>Knowledge of contract law.</p>

Specification	Essential	Desirable
Experience	<p>At least 2 years' experience of handling ET claims including and some EAT claims.</p> <p>Experience of meeting deadlines with a minimum of supervision.</p> <p>Direct contact with clients, face to face and over the phone.</p> <p>Experience of litigating cases effectively.</p>	<p>Experience of working with trade unions.</p> <p>Experience of working with electronic case management systems.</p>
Relevant education/ training	<p>Admitted solicitor or legal executive.</p>	
Other requirements	<p>Ability to work in a team.</p> <p>Ability to empathise with clients.</p> <p>Ability to provide informal guidance to junior staff as required.</p> <p>Empathy with trade unions and Labour movement.</p>	<p>Driving licence.</p> <p>Understanding of the importance of developing and maintaining good client relations.</p>