

PERSON SPECIFICATION

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| Office and Team: | Manchester – Foreign Jurisdiction |
| Job Title and Grade: | Litigation Assistant - Grade 3 |
| Date: | January 2018 |

| Specification | Essential | Desirable |
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| Relevant skills and/or aptitudes | <p>Good IT skills.</p> <p>Ability to work quickly, accurately and to deadlines.</p> <p>Attention to detail.</p> <p>Good interpersonal /communication skills.</p> <p>Good client care skills.</p> <p>Ability to follow instructions and make appropriate decisions.</p> <p>Willingness to develop knowledge of foreign jurisdiction law.</p> | <p>Ability to take delegated tasks from start to finish with minimum of supervision.</p> |
| Experience | <p>Team working.</p> <p>Experience of client contact either in person or by telephone.</p> <p>Use of electronic case management systems and/or Excel spreadsheets.</p> <p>Basic knowledge of PI law as</p> | <p>Previous experience of working within the legal environment.</p> <p>Experience of foreign jurisdiction law.</p> |

| Specification | Essential | Desirable |
|-------------------------------------|---|---|
| | applicable. | |
| Relevant education/ training | Proven ability in numeracy and verbal and written communication skills. | Law graduate or similar level qualification. |
| Other requirements | Accountability and trustworthiness. Flexibility. | Empathy with the Trade Union and Labour movement. Driving licence. |