

Person Specification – Criminal Defence Solicitor

	Essential	Desirable
Skills	<p>Excellent oral and written communication skills</p> <p>Ability to handle difficult clients</p> <p>Ability to manage and prioritise own workload</p> <p>Ability to carry out research quickly and efficiently</p> <p>Ability to work calmly under pressure</p>	
Knowledge/Qualification	<p>Qualified solicitor.</p> <p>Knowledge of Law Society guidelines and procedures of the Legal Aid Agency</p> <p>Excellent working knowledge of criminal law and procedure</p> <p>Working knowledge of using Windows, Microsoft office, Outlook and document management systems</p>	Duty Solicitor Accreditation
Experience	<p>Experience of working in criminal defence</p> <p>Experience of publicly funded and private work</p> <p>Experience of dealing with bills, file management and other administrative tasks</p>	<p>Experience of conducting own advocacy.</p> <p>Experience of working with other non-legal service providers</p> <p>Experience of marketing</p>
Qualities / Values	<p>Commitment to client care</p> <p>Commitment to public funding</p> <p>Motivation to join and promote Howells LLP</p> <p>Willingness to work co-</p>	

	operatively in a team Commitment to professional development	
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