



PERSON SPECIFICATION

Post:		
Prison Law Supervisor		
Department:		
Prison Law - Crime (South Yorkshire)		
Requirements	Essential	Desirable
Knowledge/Qualification	<p>Excellent knowledge of prison/criminal law</p> <p>Knowledge of Law Society guidelines and procedures of the Legal Aid Agency</p> <p>Working knowledge of using Windows, Microsoft office, Outlook and document management systems</p>	<p>Qualified Solicitor</p> <p>Duty Solicitor</p>
Experience required	<p>Previous experience of working and conducting own caseload in prison law</p> <p>Meets the requirements of the prison law supervisor standard</p> <p>Experience of representing clients</p>	<p>Experience of being a prison law supervisor</p>

Skills and aptitudes required	<p>Good oral and written communication skills</p> <p>Ability to handle difficult clients</p> <p>Ability to prioritise own workload</p> <p>Ability to carry out research quickly and efficiently</p> <p>Ability to work calmly under pressure</p> <p>Willingness to travel</p>	
Personal qualities required	<p>Commitment to client care</p> <p>Motivation to join and promote Howells LLP</p> <p>Willingness to work co-operatively in a team</p> <p>Commitment to professional development</p>	