# Barcan+Kirby
# Person specification

**Job Title:** Senior Associate / Head of Conveyancing
**Reporting to:** Conveyancing Partner
**Date:** September 2017

| | ESSENTIAL | DESIRABLE |
|---|---|---|
| **Knowledge + experience** | | |
| | • Qualified senior solicitor or CFILEx experienced in all aspects of conveyancing<br>• Management experience<br>• Leadership & business experience<br>• Marketing / networking experience<br>• IT literate and confident using and adapting to new systems and processes | • Experience of managing large teams<br>• Management experience across multiple sites<br>• Good contacts within the community |
| **Qualifications** | | |
| | • Qualified solicitor or CFILEx | |
| **Skills + competencies** | | |
| **Team orientation** | • Ability to motivate oneself and a team to set & exceed targets<br>• Enjoys working as part of a team helps & supports others<br>• Takes personal pride in their work and is committed to producing work of highest quality, shows initiative in improving results | |
| **Communication** | • Proven networking experience<br>• Ability to negotiate successfully<br>• Ability to convey information accurately orally & in writing | • Good influencing skills |
| **People management** | • Excellent organisational skills<br>• Consults widely, involves others in decision-making. Encourages new ideas & members' opinions<br>• Monitors delegated tasks, deals with problems as they arise & gives feedback to team members | |



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| **Customer focus** | • Takes ownership of client & departmental matters<br>• Responds promptly within agreed service level standards<br>• Anticipates clients' future requirements, understands business objectives and priorities, leads & manages others in taking a client approach<br>• Takes a lead role in developing new or improved services | |
| **Results-orientation** | • Takes a long-term view, sets goals for the future, taking a strategic perspective<br>• Ability to balance tasks, structure own workload to make best use of time and resources, delivers to deadline<br>• Focus on achieving the task and working to individual and team goals<br>• Ability to work calmly and methodically, maintaining a disciplined approach to the task under the pressure of deadlines and/or changing objectives | |
| **Problem-solving** | • Embraces change and has the ability to respond to external influences & a changing business environment<br>• Ability to adapt to changing parameters<br>• Ability to generate new ideas & thinks of original solutions<br>• Ability to view problems & solutions from client's & other perspectives; applies experience gained in different circumstances & areas of work to assist with decision-making<br>• Ability to use own initiative in making sound decisions | |
| **Special circumstances** | | |
| i.e. Shift work<br>Hours of work<br>Weekend work<br>Extensive travel | • Full-time position<br>• Monday to Friday 9-5.15pm (one hour unpaid lunch break) | |