

Barcan+Kirby

Person specification

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Job Title Commercial Property Lawyer
Reporting to Head of Commercial Property
Date September 2017

	ESSENTIAL	DESIRABLE
Knowledge + Experience		
	<p>A qualified solicitor or FCILEx with three or more years' PQE or any other equivalent experience.</p> <p>People management experience.</p> <p>Excellent organisational skills.</p> <p>Marketing initiative experience and implementation.</p> <p>Good contacts within the community.</p> <p>Networking skills.</p> <p>IT literate and confident using and adapting to new systems and processes.</p>	<p>Leadership and business experience.</p> <p>360 vision on how the department can become more efficient and profitable whilst striving to ensure we have a motivated, efficient and well-trained team.</p>
Qualifications		
	Qualified solicitor or FCILEx.	
Skills + Competencies		
Team Orientation	<p>Ability to motivate oneself and to set and exceed targets.</p> <p>Embraces change and has the ability to respond to external influences and a changing business environment.</p> <p>Ability to adapt to continually changing parameters.</p> <p>Enjoys working as part of a team, helps and supports others.</p> <p>Takes personal pride in their work and is committed to producing work of</p>	

	highest quality, shows initiative in improving results.	
Communication	<p>Ability to negotiate and has experience of being able to change other people's views.</p> <p>Ability to convey information accurately, both verbally and in writing, and make self understood.</p> <p>Can communicate effectively with people at all levels.</p>	
People Management	<p>Takes a long-term view, sets goals for the future, taking a strategic perspective.</p> <p>Consults widely, involves others in decision-making. Encourages new ideas and members opinions.</p> <p>Ability to organise own work within deadlines and to agreed standards.</p> <p>Ability to balance tasks, structure own workload to make best use of time and resources, delivers to deadline.</p> <p>Monitors delegated tasks, deals with problems as they arise and feedback given to team member.</p>	
Customer Focus	<p>Takes ownership of any problems and maintains contact with client until they are resolved.</p> <p>Responds promptly within agreed service level standards.</p> <p>Anticipates client's future requirements, understands business objectives and prioritises, leads and manages others in taking a client approach, takes a lead role in developing new or improved services.</p>	
Results-orientation	Focuses on achieving the task and working to individual and team goals.	



	Ability to work calmly and maintain a disciplined approach to the task under the pressure of deadlines and/or changing objectives.	
Problem-solving	<p>Generate new ideas, enjoy being creative, thinks of original solutions.</p> <p>Focuses on detail, needs to be methodical, organised and systematic.</p> <p>Ability to view problems and solutions from clients and other perspectives, applies experience gained in different circumstances and areas of work to assist with decision-making.</p> <p>Ability to use own initiative in making sound decisions.</p>	
Special circumstances		
i.e. Shift Work Hours of Work Weekend Work Extensive travel	Full time position Monday to Friday 9-5.15pm (one hour unpaid lunch break)	