

# Barcan+Kirby

## Person specification

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**Job Title** Administration Assistant  
**Reporting to** Associate Solicitor/CILEx  
**Date** April 2017

|                               | ESSENTIAL  | DESIRABLE   |
|-------------------------------|--|---|
| <b>Knowledge + Experience</b> |  |   |
|                               | <ul style="list-style-type: none"> <li>+ Previous administration experience.</li> <li>+ Filing and paper management.</li> <li>+ Using basic office equipment: telephone, photocopier, fax machines, e-mail, audio typing.</li> </ul>   | <ul style="list-style-type: none"> <li>+ Experience of working within a law firm.</li> </ul>  |
| <b>Qualifications</b>         |  |   |
|                               | <ul style="list-style-type: none"> <li>+ GCSE (or equivalent) Maths &amp; English.</li> </ul>  |   |
| <b>Skills + Competencies</b>  |  |   |
| <b>Team Orientation</b>       | <ul style="list-style-type: none"> <li>+ Enjoys working as part of a team helps and supports others.</li> <li>+ Takes personal pride in their work and is committed to producing work of highest quality, shows initiative in improving results.</li> <li>+ Willingly accepts changing job content and adapts to new tasks.</li> <li>+ Tries out new ways of doing things, willing to learn new skills.</li> </ul> | <ul style="list-style-type: none"> <li>+ Cooperates with and supports immediate team members, provides cover when required.</li> <li>+ Identifies potential for improved procedures within job role, communicates improvement opportunities identified to line management.</li> </ul> |
| <b>Communication</b>          | <ul style="list-style-type: none"> <li>+ Ability to convey information accurately and make self understood.</li> <li>+ Can communicate effectively with people at all levels.</li> </ul>   |   |
| <b>People Management</b>      | <ul style="list-style-type: none"> <li>+ Organised, conscientious, prioritising, responsible.</li> <li>+ Time management.</li> </ul>   | <ul style="list-style-type: none"> <li>+ Ability to organise own work within deadlines and to agreed standards.</li> <li>+ Focuses on getting things finished, persists until the job is done.</li> </ul>   |

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|  |  | <ul style="list-style-type: none"> <li>+ Ability to prioritise own workload using a systematic approach.</li> <li>+ Able to be fully productive without being prompted and produces good quality work within own abilities.</li> <li>+ Ability to balance tasks, structure own workload to make best use of time and resources, delivers to deadline.</li> </ul> |
| <b>Customer Focus</b>  | <ul style="list-style-type: none"> <li>+ Listens carefully to client's situation and needs, asks relevant questions and records correctly.</li> </ul>                                  | <ul style="list-style-type: none"> <li>+ Presents a positive image in personal communication situations i.e. telephone.</li> <li>+ Takes ownership of any problems and maintains contact with customer until they are resolved.</li> </ul>   |
| <b>Results-orientation</b>   | <ul style="list-style-type: none"> <li>+ Ability to work calmly and maintain a disciplined approach to the task under the pressure of deadlines and/or changing objectives.</li> </ul> |  |
| <b>Problem-solving</b>   |  |  |
| <b>Special circumstances</b>   |  |  |
| i.e. Shift Work<br>Hours of Work<br>Weekend Work<br>Extensive travel | <ul style="list-style-type: none"> <li>+ Monday to Friday 9am – 5.15pm (1hr unpaid lunch break)</li> <li>+ Based at Clifton</li> </ul>   |  |