

Person Specification

| Job Title | Principal Solicitor |
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| Criteria | |
| Legal Qualifications and Management Experience | <ul style="list-style-type: none"> • Must hold an unrestricted Scottish practising certificate • At least 4 years PQE in a relevant area of law, ideally civil litigation. • Knowledge and experience in relevant areas of law • Experience of managing budgets. • Line management experience. • Understanding of legal and governance responsibilities in the third sector. • Experience of strategy development and its effective implementation. |
| Communication, numeracy and ICT skills | <ul style="list-style-type: none"> • Confident communicator • Excellent interpersonal skills. • Able to relate statutory/legal language in a manner that can be understood by all. • Ability to represent the organisation in a range of high-profile situations • Understanding of all media methods and their uses and impact. • Ability to negotiate with internal & external parties and organisations. |
| Autonomy & Accountability | <ul style="list-style-type: none"> • Responsible for the running of Fife Community Law Ltd in compliance with the rules of Law Society of Scotland • Ability to work on own initiative, prioritise work and manage pressures both internal and external to the organisation. • Provides Leadership and Oversight of the Firm, working with the Strategic Support of the Board in accordance with the Service Level Agreement. • Ensures compliance with Service Level Agreements agreed between Fife Law Centre and our funders • Dependable, reliable, trustworthy and approachable. • Leads the firm by example to continuously improve service delivery. |
| Practice: applied knowledge, skills and understanding | <ul style="list-style-type: none"> • Capable of effective delegation and staff development. • Know how to ensure quality and performance standards are achieved. • Flexible approach to tasks and a positive attitude. • Able to work within required statutory standards. • Clear understanding of the importance of excellence in service delivery. • Willingness to learn and develop new skills. • Understanding of the issues that affect clients and how these affect individuals and their families. • Knowledge of Health and Safety policy and legislation. • Commitment to team working approach. |

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| <p>Values and attitudes</p> | <p>Shares FLC values of:</p> <ul style="list-style-type: none"> • Fairness: Being open and honest; Offering equal opportunities to everyone; Being consistent in our approach; • Dignity and Respect: Demonstrating understanding and empathy; Listening with understanding and empathy. Building relationships built on trust and working in partnership; Maintaining confidences. • Professionalism: Doing what we say we will do; Delivering high quality outcomes; Performing to the best of our abilities; Being accountable for what we deliver; • Committed: Committed in heart and mind and focused on making a difference; Ensuring people in Fife have their equality and human rights protected; Flexible and adaptable in our approach; Meeting challenges head on with energy, enthusiasm and innovative solutions. |
| <p>Other</p> | <ul style="list-style-type: none"> • Be able to travel around Fife as required by the duties of the post. • FLC is currently based at the Ore Valley Business Centre, Lochgelly but serves clients and partners across Fife |