

## ***Litigation Solicitor (Housing Disrepair)***

### **Person Specification**

<b><i>What are we looking for?</i></b>		<b><i>How will we check if you have it?</i></b>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• ... 2 years working as solicitor</li> <li>• ...of cases related to the Housing Disrepair Protocol, The Environmental Protection Act and the Homes (Fit for Human Habitation) Act.</li> </ul>	<b>Application form, Interview</b>

<b>Qualification</b>	<ul style="list-style-type: none"> <li>• Qualified Solicitor who must hold a recognised practising certificate</li> </ul>	<b>Application form, Interview</b>
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<b><i>What are we looking for?</i></b>		<b><i>How will we check if you have it?</i></b>
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>• Ability to use a range of IT systems (e.g. Microsoft Office package) at intermediate level</li> </ul>	<b>Application form, Interview, Testing</b>
	<ul style="list-style-type: none"> <li>• An understanding of equal opportunities</li> </ul>	<b>Application form, Interview</b>



<b><i>What are we looking for?</i></b>		<b><i>How will we check if you have it?</i></b>
	<ul style="list-style-type: none"> <li>• An excellent communicator able to provide and receive complex information, interpret it and draft complex replies</li> <li>• Understanding of Housing Disrepair Pre-Action Protocol</li> <li>• An understanding of Housing Law and more specifically repairs as they relate to Section 11 of the Landlord &amp; Tenant Act 1985</li> <li>• Understanding of Civil Procedure Rules</li> <li>• Able to detect and interpret new legislative requirements</li> <li>• Excellent negotiator</li> <li>• Ability to communicate with a variety of organisations and internal contacts including external solicitors, Courts and surveyors</li> </ul>	<b>Application form, Interview, Testing</b>
<b>Core Competencies</b>	<ul style="list-style-type: none"> <li>• Judgement and decision making - You are able to understand, interpret and put into practice relevant legislation and have a track record of delivering solutions that work</li> </ul>	<b>Application form, Interview</b>
	<ul style="list-style-type: none"> <li>• Planning and organising – You can demonstrate how you have used systems in comparable roles to organise work and achieve deadlines</li> </ul>	<b>Application Form, Interview, Test</b>
	<ul style="list-style-type: none"> <li>• Working with others – You are willing to provide support and advice to others and work with them to deliver excellent customer service</li> </ul>	<b>Interview</b>
	<ul style="list-style-type: none"> <li>• Communication – You are an effective written and spoken communicator; you have a track record of communicating with confidence and non-defensively in challenging situations</li> </ul>	<b>Application and interview</b>
	<ul style="list-style-type: none"> <li>• Achieving results and quality focus – You carry out your duties reliably and consistently to deliver an excellent service</li> </ul>	<b>Interview</b>
	<ul style="list-style-type: none"> <li>• Influencing and negotiation – You can come up with creative delivery solutions that resolve Disrepair issues but protect the interest of Newlon in terms of liability</li> </ul>	<b>Application and interview</b>
	<ul style="list-style-type: none"> <li>• Financial and numeric awareness – Ability to negotiate settlement of claims that protects Newlon financially</li> </ul>	<b>Test</b>



<b><i>What are we looking for?</i></b>		<b><i>How will we check if you have it?</i></b>
	<ul style="list-style-type: none"> <li>• Ability to prepare and monitor budgets</li> </ul>	
	<ul style="list-style-type: none"> <li>• Innovation - You are able to devise creative solutions to problems within agreed parameters and timescales, balancing the needs of Newlon and customers;</li> </ul>	<b>Interview</b>
	<ul style="list-style-type: none"> <li>• Business Awareness – Understands Newlon’s vision and business goals in delivering the disrepair service</li> </ul>	<b>Application Form and Interview</b>