

# Person Specification

## Housing Solicitor

**This Person Specification is provided for the information of Applicants. The Centre will use these criteria when assessing the suitability of applicants**

### Essential Requirements

1. A solicitor with a minimum of two years post qualification experience of housing law, including litigation and representation at court on behalf of homeless people or people in housing need.
2. A valid current practicing certificate and be eligible to undertake publicly funded legal aid work and act as an Authorised Litigator within the meaning of the Legal Aid Agency Standard Civil Contract.
3. Experience of dealing with complex Housing cases on issues including homelessness, security of tenure and possession proceedings, disrepair and litigation in an advice centre or similar social welfare law setting.
4. A sound knowledge of the compliance aspects of publicly funded Housing legal aid work, including relevant aspects of the Standard Civil Contract, Key Performance Indicators and a good understanding of the legal aid file billing and assessment process.
5. A proven track record in undertaking legal aid funded work, especially Certificated Work, and of inter partes costs recovery.
6. A proven track record of meeting financial targets and experience of monitoring and maintaining service delivery against agreed targets. The ability and demonstrable inclination to time record your own work on an ongoing basis is essential.
7. Effective and professional communication skills, whether orally or in writing, with particular emphasis on negotiation and representation.
8. Ability to be self-sufficient administratively, including in the use of IT.
9. Ordered approach to casework and an ability and willingness to follow and develop agreed procedures.
10. Excellent client care skills and an awareness of the issues involved in

- interviewing clients including at outreach locations.
11. Ability to be self-directing, work on own initiative, prioritise own work, meet deadlines and manage caseload.
  12. Ability to give and receive feedback objectively and sensitively and a willingness to challenge and be challenged constructively.
  13. Ability and willingness to work as part of a team.
  14. Understanding of and commitment to the aims, principles, policies and procedures of Brixton Advice Centre, including its equality and diversity policy.

### **Desirable Requirements**

These are non-essential requirements and you do not need to meet these in order to apply for this position.

- Meets the Legal Aid Agency's legal competence standards for supervisors in the Housing category of Law.
- Experience of supervising and successfully managing caseworkers/paralegals.
- Recent experience of advice work in areas of law other than Housing.
- Experience of pro bono legal advice clinics, especially in the organisation and management of pro bono legal services using volunteer solicitors/barristers.