

CARTMELL SHEPHERD COMMERCIAL PROPERTY SOLICITOR

PERSON SPECIFICATION

Attributes	Essential Criteria	Desirable Criteria
<p>Education & Qualifications</p>	<ul style="list-style-type: none"> • Qualified to degree level • Must hold a current SRA Practising Certificate • IT competent – must be familiar with MS Office package focussing on MS Word and Outlook • Must be able to confirm competence through CPD 	
<p>Experience</p>	<ul style="list-style-type: none"> • Broad base of commercial property experience including acquisitions and disposals • Landlord and tenant matter experience • Ability to manage matters from the outset to closure • Must have experience in working to tight and challenging deadlines • Proven track record of delivering client satisfaction • Be able to work to appropriate targets and objectives • Have an ability to understand clients' needs and communicate in a manner that clients understand 	<ul style="list-style-type: none"> • Development experience – commercial, residential and rural • Experience in energy, waste and natural resources matters • 4 years' PQE • An ability to follow or create precedent documents and operate case management pathways when required to do so
<p>Aptitudes</p>	<ul style="list-style-type: none"> • Well organised, able to prioritise and manage time effectively • Dynamic, innovative and adaptable approach to all tasks • Self-directed and motivated • Work well in a team and with a wide range of people • Be an excellent communicator • Be proactive and able to take the initiative • Be persuasive and diplomatic • Have a good business awareness • Be able to market the firm to third parties and introducers requiring a suitable level of social confidence • Be well presented with a professional manner 	<ul style="list-style-type: none"> • Sense of humour • Energy and enthusiasm

Always at your service

Attributes	Essential Criteria	Desirable Criteria
	<ul style="list-style-type: none"> Committed to the business, demonstrating 'staying power' 	
<p>Other requirements</p>	<ul style="list-style-type: none"> Respond well to pressure Excellent written and verbal communication skills Interest in being involved in the wider activities of Cartmell Shepherd Commitment to equality and diversity Full UK driving licence 	

Practice Manager

August 2021