

PERSONNEL SPECIFICATION FORM Commercial Solicitor/Compliance Officer 9 – 12 month contract (Maternity cover)			
ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
QUALIFICATIONS	<ul style="list-style-type: none"> Qualified Solicitor/Legal Executive /Para Legal with commercial experience. 	<ul style="list-style-type: none"> Qualified solicitor either working in-house already or seeking a move out of private practice; proven track record of successful resolution and negotiation of commercial contracts – 3years PQE 	<ul style="list-style-type: none"> Application Form References Interview
SKILLS	<ul style="list-style-type: none"> Excellent communication skills; both written and verbal Negotiation skills Good organisational skills and a willingness to take responsibility 	<ul style="list-style-type: none"> Ability to deal and negotiate with senior members of the management team and external 3rd parties and solicitors on contracts/ agreements in line with the business criteria 	<ul style="list-style-type: none"> Application Form Interview
EXPERIENCE	<ul style="list-style-type: none"> An in-depth knowledge of contract design and commercial terms and conditions Proven negotiation skills Ability to assess commercial risk Previous experience in a similar role Drafting/ amending legal documentation 	<ul style="list-style-type: none"> Experience of drafting policies Experience/ knowledge of ISO27001 	<ul style="list-style-type: none"> Application Form Interview

<p>PERSONAL CHARACTERISTICS</p>	<ul style="list-style-type: none"> • Ability to work independently and to deadlines • Excellent IT skills • Flexible approach to work 		<ul style="list-style-type: none"> • Interview
<p>SPECIAL SKILLS/KNOWLEDGE</p>	<ul style="list-style-type: none"> • Commercial experience in contract law • Develop and maintain best practice processes 	<ul style="list-style-type: none"> • Ideally have commercial experience of the Data Protection Act and IP and relevant legislation 	<ul style="list-style-type: none"> • Application form • Interview
<p>ATTITUDE/DISPOSITION</p>	<p>It is envisaged that the successful candidate will be a confident, presentable professional who will be both a motivational and proactive team player</p>		<ul style="list-style-type: none"> • Interview