



Job Title: Solicitor

Attributes	Essential	Desirable
Experience	<ul style="list-style-type: none"> ▪ Minimum of 2 years post qualifying experience. ▪ Sheriff Court experience. 	
Education, qualifications & training	<ul style="list-style-type: none"> ▪ Educated to degree level or equivalent. ▪ Practising Certificate issued by the Law Society of Scotland. ▪ Commitment to own CPD. 	
Skills & knowledge	<ul style="list-style-type: none"> ▪ Excellent communication skills – both written and oral. ▪ Excellent negotiation and influencing skills. ▪ Understanding of Equality and Diversity issues. ▪ IT literate, demonstrating experience with IT language and processes, using the most effective methods to communicate and manage information. 	

Key Performance Outcomes	Essential	Desirable
Effective communication	<ul style="list-style-type: none"> ▪ Clear and concise oral and written communication skills. ▪ Ability to select appropriate communication style and methods depending on the needs and abilities of the audience. ▪ Addresses difficult issues so people are kept well informed. 	<ul style="list-style-type: none"> ▪ Articulate and positive communicator.
Flexibility	<ul style="list-style-type: none"> ▪ Is open minded to suggestions about how to improve processes within the Care Inspectorate. ▪ Applies regulation and standards sensibly and understands where a flexible approach might be required. ▪ Exercises professional judgement when considering options and outcomes. 	
Improvement focus	<ul style="list-style-type: none"> ▪ Uses knowledge and experience to gather and consolidate information in order to make appropriate changes & improvements. ▪ Aware of trends and changes and maintains professional knowledge and skills. ▪ Encourages and promotes new ideas. 	<ul style="list-style-type: none"> ▪ Rethinks traditional ways of doing things to create opportunities to improve.
Impact & influence	<ul style="list-style-type: none"> ▪ Uses evidence to influence others towards a course of action. ▪ Builds a network of contacts to increase circle of influence. ▪ Influences others by example and acts as a professional role model. ▪ Focuses on key benefits to get message across. 	<ul style="list-style-type: none"> ▪ Anticipates likely objections and builds responses into argument/approach.
Objective decision making	<ul style="list-style-type: none"> ▪ Balances the need for careful decision making with the need for action. ▪ Ensures all options are considered in order to make the right decisions. ▪ Makes effective decisions based on critical evaluation of all relevant facts and evidence. ▪ Considers Care Inspectorate values in relation to impact of their decisions. 	

Please note – these are key performance outcomes to be used to recruit into the role.