



## Person Specification

This form lists the essential and desirable requirements needed in order to do the job.

Applicants will be shortlisted **solely** on the extent to which they meet these requirements.

**Job title: LSE Legal Clinic Director**

**Department/Division: Law School**

**Accountable to: Law School Dean**

Criteria	E/D
<p><b>Knowledge and Experience</b></p> <ul style="list-style-type: none"> <li>• Significant experience of university legal clinics and/or pro bono in the provision of legal services.</li> <li>• Significant expertise and practice experience in the relevant clinic area.</li> <li>• Qualified as a solicitor/barrister in England &amp; Wales with entitlement to a current practice certificate.</li> <li>• Experience of fundraising or a willingness to be involved in fundraising</li> <li>• An undergraduate Law degree or relevant equivalent conversion.</li> <li>• Experience of working with volunteers.</li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>D</p>
<p><b>Communication</b></p> <ul style="list-style-type: none"> <li>• Excellent verbal and written communication skills, with proven accuracy and attention to detail.</li> <li>• Experience of dealing with a wide range of people in an appropriate, sensitive and tactful manner.</li> <li>• Experience of drafting papers, reports and submissions for committee and review processes.</li> <li>• Proven ability to convey complex ideas/information in either written or oral form to all levels of staff/students both within and outside the institution.</li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>E</p>
<p><b>Teamwork and Motivation</b></p> <ul style="list-style-type: none"> <li>• Experience of working as part of a team, as well as on own initiative.</li> <li>• Experience of providing leadership and direction to members of a team and providing an environment whereby staff can develop their potential.</li> <li>• Ability to communicate a clear vision to a team in order to encourage collective contribution to a common goal.</li> </ul>	<p>E</p> <p>E</p> <p>E</p>



<p><b>Planning and Organising Resources</b></p> <ul style="list-style-type: none"><li>• Excellent time-management and prioritising skills, with experience of organising a busy workload with conflicting deadlines and working well under pressure.</li><li>• Proven ability to be responsible for the delivery and continual development of a range of clinical services to staff and students.</li></ul>	<p>E</p> <p>E</p>
<p><b>Decision Making</b></p> <ul style="list-style-type: none"><li>• Experience of working on own initiative, taking independent decisions and delegating duties where appropriate.</li><li>• Ability to advise the Dean and senior colleagues on strategies and policy initiatives within the Law School.</li></ul>	<p>E</p> <p>E</p>
<p><b>Liaison and Networking</b></p> <ul style="list-style-type: none"><li>• Experience of exchanging information effectively with internal and external contacts, and proactively participating in external networks.</li></ul>	<p>E</p>

E – Essential: Requirements without which the job could not be done.

D – Desirable: Requirements that would enable the candidate to perform the job well.