



Job Title: Solicitor

| Attributes | Essential | Desirable |
|---|--|-----------|
| Experience | <ul style="list-style-type: none"> ▪ Minimum of 2 years relevant post qualifying experience, including recent Sheriff Court experience. | |
| Education, qualifications & training | <ul style="list-style-type: none"> ▪ Educated to degree level or equivalent. ▪ Holds, or is entitled to hold, a full 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.