

## PERSON SPECIFICATION

### POST: BID WRITER Lasting Powers of Attorney (LPA) & Will Writer

Please ensure that you show **how** you meet the following requirements when completing your application form.

	<b>ESSENTIAL REQUIREMENTS</b>	<b>METHOD OF ASSESSMENT</b>
	<p><b>QUALIFICATIONS AND EXPERIENCE</b></p> <ol style="list-style-type: none"> <li>1. Computer literate with experience of Microsoft Word, Outlook, Excel and Teams.</li> <li>2. Experience of working in a client-focused role providing a high level of customer service</li> <li>3. Evidence of continual learning and development. Agreement to undertake the relevant training and tests, as required. (Employment is conditional on passing the required tests)</li> </ol> <p><b>SKILLS AND ABILITIES</b></p> <ol style="list-style-type: none"> <li>4. A self-starter who is able to work independently and manage own workload effectively.</li> <li>5. Excellent written and verbal English language skills</li> <li>6. Strong organizational and time-management skills, with the ability to manage multiple cases simultaneously and meet deadlines.</li> <li>7. High levels of literacy and numeracy, attention to detail and compliance with industry requirements.</li> <li>8. Ability to communicate complex issues in a clear and accessible manner to clients and their families regarding potentially sensitive matters</li> <li>9. Empathetic and client-centred approach, with the ability to build positive client relationships</li> </ol> <p><b>OTHER CRITERIA</b></p> <ol style="list-style-type: none"> <li>10. Some flexibility in working hours to meet operational needs which may include some working outside of normal office hours to accommodate client's needs.</li> <li>11. Trustworthy, reliable and maintain high professional standards</li> <li>12. Willingness to travel to complete home visits, attend face-to-face meetings and events.</li> </ol>	<p>Application / Interview</p> <p>Application / Interview</p> <p>Application / Interview</p> <p>Application / Interview</p> <p>Application / Interview</p> <p>Application / Interview</p> <p>Application / Interview</p> <p>Application / Interview</p> <p>Application / Interview</p> <p>Application / Interview</p> <p>Application / Interview</p>
	<p><b>DESIRIBLE REQUIREMENTS</b></p> <ol style="list-style-type: none"> <li>1. Qualifications or experience of working in the legal profession</li> </ol>	<p>Application/ Interview</p>

	<p>2. Experience of writing LPA's and/ or Will Writing.</p> <p>3. Experience of working in a regulated field of work requiring a high degree of competence and compliance.</p> <p>4. Additional second language to English.</p> <p>5. Experience of assessing an individuals' mental capacity</p> <p>6. Evidence of being goal-orientated to drive the growth and development of a service or project.</p>	<p>Application/ Interview</p> <p>Application/ Interview</p> <p>Application</p> <p>Application/ Interview</p> <p>Application/ Interview</p>
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*Ref: LPA & Will Writer Person Specification Jan 2025*