## PERSON SPECIFICATION - LEGAL TRAINEE SCHEME 2024

|  |  |  |
| --- | --- | --- |
| **Factor** | **Criteria** | **Method of Assessment** |
| **Eligibility Criteria** | Please read the [Eligibility Criteria](https://www.gov.uk/guidance/government-legal-service-gls-legal-trainee-scheme-how-to-apply--2#eligibility) on the GLP website before applying. | **Application Form and document check** |

**Success Profiles**

**Examples of the skills and behaviours we are looking for:**

|  |  |  |
| --- | --- | --- |
| **Making Effective Decisions** | Using evidence and knowledge to support accurate, expert decisions and advice. Carefully considering alternative options, implications and risks of decisions. Taking responsibility for making effective and fair decisions, in a timely manner. Analysing and researching further information to support decisions. Talking to relevant people to get advice and information when unsure how to proceed. Explaining how decisions have been reached in a clear and concise way, both verbally and in writing. Demonstrating the consideration of all options, costs, risks and wider implications, including the diverse needs of end users and any accessibility requirements. | **Situational Judgement Test**  **Verbal Reasoning Test**  **Critical Reasoning Test**  **Video Interview**  **Assessment Centre**  **(Written Exercise and Interview)** |
| **Communicating and Influencing** | Communicating purpose and direction with clarity, integrity and enthusiasm. Respecting the needs, responses and opinions of others. Communicating clearly and concisely both orally and in writing. Taking time to consider the best communication channel to use for the audience, including making the best of digital resources and considering value for money. Interacting with others in an enthusiastic way. Expressing ideas clearly and with respect for others. Listening to and valuing different ideas, views and ways of working. Responding constructively and objectively to comments and questions. Handling challenging conversations with confidence and sensitivity. | **Video Interview (observed only)**  **Assessment Centre**  **(Written Exercise and Interview)** |

|  |  |  |
| --- | --- | --- |
| **Working Together** | Forming effective partnerships and relationships with people both internally and externally, from a range of diverse backgrounds, sharing information, resources and support. Developing a range of contacts outside own team and identifying opportunities to share knowledge, information and learning. Showing genuine interest when listening to others. Contributing to an inclusive working environment where all opinions and challenges are listened to and all individual needs are taken into account. Ensuring it is clear that bullying, harassment and discrimination are unacceptable. Offering support and help to colleagues when in need, including consideration of your own and their wellbeing. Changing ways of working to aid cooperation within and between teams in order to achieve results. | **Assessment Centre (Interview)** |
| **Delivering at Pace** | Taking responsibility for delivering timely and quality results with focus and drive. Regularly review the success of activities to identify barriers to progress or challenging objectives. Identifying who and what is required to ensure success, setting clear goals and areas of responsibility and continually assessing workloads considering individual needs. Following relevant policies, procedures and legislation to complete your work. Having a positive and focused attitude to achieving outcomes, despite any setbacks. Regularly checking performance against objectives, making suggestions for improvement or taking corrective action where necessary. | **Video Interview**  **Assessment Centre (Interview)** |
| **Developing Self and Others** | Focussing on continuous learning and development for self, others and the organisation as a whole. Identifying gaps in own and team’s skills and knowledge. Setting and consistently meeting development objectives. Seeking learning opportunities. Encouraging and listening to developmental feedback from colleagues. | **Assessment Centre (Interview)** |
| **Motivation** | Demonstrating a clear interest in and motivation for law, public service, and the work of the government, outlining your motivation to join the Government Legal Profession. | **Video Interview**  **Assessment Centre (Interview)** |

For further information about Civil Service Success Profiles, please visit: [Success Profiles - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/success-profiles)