

Greater Manchester Immigration Aid Unit

Person Specification

Page 1 of 2

POST: Immigration Solicitor/IAA Level 2/3 and IAAS Senior Caseworker.

The items listed below are not in the order of importance.

1	SKILLS AND ABILITIES	Criteria	Assessment
1.1	Ability to conduct immigration legal casework, and organise and maintain (digital) case files	Essential	Application and interview
1.2	Ability to identify cases which are appropriate for appeal	Essential	Application and interview
1.3	Ability to act as an advocate before the First-tier Tribunal and represent clients at all stages of appeal.	Desirable	Application and interview
1.4	Ability to identify appropriate cases for the High Court and Judicial Review	Essential	Application and interview
1.5	To be self-servicing, including keyboard and word processing skills, scanning, and maintaining computerised records.	Essential	Application and interview
1.6	Willingness and ability to meet billing targets	Essential	Application and interview
1.7	Committed to challenging discrimination and able to work in an anti-discriminatory manner	Essential	Application and interview
1.9	Have excellent interpersonal skills:- a) be able to communicate effectively in English verbally and in writing to a varied group of people b) have good listening skills and be able to comprehend verbal information c) be co-operative and a supportive member of a team	Essential	Application and interview
1.10	Be able to identify sources of UK immigration, asylum, and human rights law and practice and maintain an up to date knowledge of this area	Essential	Application and interview
1.11	Be able to work well under pressure and work with minimal supervision	Essential	Application and interview
2	KNOWLEDGE AND UNDERSTANDING		
2.1	Have a good and up to date working knowledge of immigration law and practice, to a level to be able to conduct casework with minimal supervision	Essential	Application and interview
2.3	Have a good and up to date working knowledge of asylum law and practice.	Essential	Application and interview
2.4	Have a knowledge of the process of judicial review sufficient to prepare cases for judicial review	Essential	Application and interview
2.5	Have an understanding of equal opportunities and anti discriminatory principles and be able to apply them when dealing with clients and colleagues	Essential	Application and interview
3	EXPERIENCE		
3.1	Experience of conducting immigration and asylum casework	Essential	Application and interview
3.3	Experience of acting as an advocate in a tribunal or court setting	Desirable	Application and interview
3.4	Experience of maximising funding on case files to meet targets	Essentials	Application and interview

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Page 2 of 2

3.5	Experience of running Legal Aid and certificated cases	Desirable	Application and interview
4	QUALIFICATIONS		
4.1	Have current IAAS Senior Caseworker accreditation.	Essential	Application and interview
5	GENERAL		
5.1	Have a commitment to working on behalf of people seeking asylum, refugees and those affected by immigration controls	Essential	Application and interview
5.2	Have an understanding of equality and anti-discriminatory principles and follow GMIAU's equal opportunities policy in all work situations.	Essential	Application and interview
5.3	Willingness to work in line with GMIAU's confidentiality policy	Essential	Interview
5.4	Willingness to operate procedures as set down in the GMIAU Quality manual	Essential	Interview
5.5	Be able and willing to work occasional evenings and/or weekends	Essential	Interview
5.7	Willingness to undertake an Enhanced Disclosure Barring Service (DBS) check	Essential	Interview

Candidates will be assessed against the person specification using the essential criteria. If the resulting short list produces too many candidates then those on the list will be reassessed using both essential and non essential criteria.