

Person Specification and Further Information for Job Applicants for traineeships funded by the traineeship support scheme (Any **matter highlighted in yellow and italicised** may be changed by employing organisations)

Job Title	1 x Trainee Solicitor
Contract Type	<i>This is a full time vacancy for a fixed period of 2 years, however part-time traineeships for a maximum fixed period of 4 years will be considered.</i> <i>Funded training contracts must commence by 31st December 2026.</i>
Employer	<i>Brazenall & Orr LLP</i>
Main Location(S)	<i>104 Irish Street, Dumfries DG1 2PB</i>
Salary	No less than the Law Society of Scotland's recommended rate of remuneration for trainees. As of July 2026, this is £25,950 in first year rising to £30,150 in the second year. Rates are typically reconsidered every year with any new rate commencing from 1 June of that year.
Nationality Requirements	Applicants must be eligible to work in the UK.
Qualification Requirements	Before commencing their traineeship candidates must have: 1) an LLB in Scots Law OR have completed a Pre-PEAT Training Contract; and 2) been awarded a Diploma in Professional Legal Practice. Both qualifications must be from a provider accredited by the Law Society of Scotland.
Working Pattern	<i>This is a full time vacancy, however applications from people wishing to work an alternative working pattern and part-time traineeships will be considered.</i>
Guaranteed Interview Scheme	Applicants claiming a guaranteed interview will be invited for further assessment should they meet the minimum essential criteria listed in this document.

Information about the Role

The Scottish Government has recently announced that it will part-fund up to 40 traineeships across Scotland. This traineeship is one of those 40 traineeships.

Brazenall & Orr LLP is a firm based in Dumfries that provides high-quality representation *throughout Scotland* working in *criminal defence* and has been successful in gaining funding in principle. We will endeavour to provide training in all aspects of Criminal defence from pleas in mitigation, trial experience, exceptional hardship and special reasons proof at JP and summary Sheriff level, assistance with preparation of solemn cases both at Sheriff Court and High Court level, appeal and Parole Board work. Training will be given in completion of legal aid applications and there is likely to be an opportunity to instruct and learn from observing Counsel in the High Court.

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The work of a trainee solicitor with (*the employer*) is challenging, unique, rewarding, enjoyable and often topical. It is also intellectually demanding and trainees will be well supported throughout the traineeship.

We are keen to employ a diverse workforce so that these appointments reflect the people of modern Scotland and the work we do in the Scottish justice system. We welcome applicants from all backgrounds to apply for this vacancy and particularly welcome applicants from groups currently under-represented in the legal profession in Scotland, including people with a disability, from minority ethnic communities or from socio-economically disadvantaged backgrounds.

Essential criteria

You will be asked to provide evidence of how you meet these criteria in your application. Organisations should delete, add or amend as appropriate:

- 1. Ability to demonstrate a knowledge, understanding of and interest in criminal law and its practical application in Scotland.*
- 2. An interest in the criminal justice system and legal aid*
- 3. Full current UK driving licence*
- 4. Ability to organise and manage your own workload in a flexible way to respond to competing priorities.*
- 5. Ability to manage information and interpret data to enable you to make sound decisions.*
- 6. Strong interpersonal and communication (written and oral) skills, with the ability to establish and build strong working relationships.*
- 7. Ability to attend at Courts or prisons throughout Scotland sometimes from as early as 9.30am. (The cost of travel will be met by the employer)*

Selection Process

How organisations who are taking part in the Legal Aid Traineeship Fund will consider your application

Stage 1

This application comprises three parts:

- FORM A: Application
- FORM B: Personal information
- FORM C: Diversity Monitoring Form

Forms A and B should be returned to the organisation to which you are applying for a traineeship.

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Form C must only be returned to the Law Society of Scotland at traineeshipfund@lawscot.org.uk. We reserve the right to deem any application including Form C as incompetent and may not consider it. Form C is a requirement from the Scottish Government as part of the traineeship fund to help ensure that these funded traineeships are open to all people from all backgrounds.

At point of application information provided in Form A and B of the application will be separated. Having separated these out, we will review Form A of all application forms to decide if applicants do meet or do not meet the Essential Criteria. Form B will only be considered after the selection exercise as it includes details such as your name and best way to contact you.

Those who meet all of the Essential Criteria will **normally** be selected for the next stage of assessment depending on the numbers of people who apply, who meet the criteria and the capacity at the organisation for interviewing. We will consider your application form inclusive of personal statement in assessing how well and to what extent you meet the Essential Criteria.

It is therefore important that you complete your application as fully, but concisely, as possible to demonstrate how you meet the criteria for the post. Please ensure that you study the essential criteria carefully before you complete your application.

Stage 2

The next stage of assessment will be an interview. You can expect to be asked questions on your legal knowledge as well as on how you meet the essential criteria. At this second stage the interviewer(s) will have no personal information about you, other than your name, contact details and Form A of your application.

We reserve the right to hold a second interview but we intend to make an offer to an applicant after the first round of interviews.

Important: Please note when completing your application: The Scottish Government grant funding conditions require that legal firms/organisations must take all reasonable steps to follow best practices to ensure an open, fair, and diverse recruitment process.

When the application form asks for your qualifications and or work history please complete with the Diploma in Professional Legal Practice you are studying for or have already completed. No other qualifications. Factors such as the school you attended or the university you attended will not form part of the selection process. Insofar as it is reasonably practical, the only time any personal information about you is seen by assessors is at the second assessment stage and this is restricted to your name, email address and phone number.

FORM C: Diversity Monitoring

Information given on the diversity monitoring form will be treated in strictest confidence and will be retained by the Law Society of Scotland and shared with the Scottish Government for monitoring purposes. Anonymised, aggregated information will be shared with the Project Management Board. It will never be viewed by the employing organisation and therefore cannot be considered as part of our selection process. The Law Society of Scotland (on behalf of the Scottish Ministers) will retain information from applicants for six years from the end of the life of the grant. The Scottish Ministers and the Law Society of Scotland will retain diversity monitoring information in an anonymised form indefinitely.

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Disability

We are not participants in the Jobcentre Plus “Positive about Disabled People” scheme. However, we are supportive of the aims of the scheme and look to model their process as far as reasonably possible.

Under the terms of the scheme, all candidates who consider themselves to have a disability in terms of the Equality act 2010 and who meet the essential criteria for the post will be guaranteed an interview. Note: The Equality Act 2010 states that a person has a disability if they have a physical or mental impairment and the impairment has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities. A 'substantial disadvantage' is a disadvantage which is more than minor or trivial. 'Long-term' means that the effect of the impairment has lasted or is likely to last for at least twelve months (there are special rules covering recurring conditions). Further guidance in relation to the meaning of disability is accessible on the Equality and Human Rights Commission [website](#).

We want to ensure that our recruitment process is inclusive, and we want to make sure that the practicalities of the application and selection process don't get in the way of anyone being able to show their full potential. Therefore, if you require any reasonable adjustments or want to speak to someone about the details of the accessibility of our buildings or the selection process, contact Elizabeth Dougan on 01387 255695 about what you need to perform at your best.

Any reasonable adjustments put in place throughout the application and selection process will be agreed with you in advance. If you are successful and are offered a role, we will discuss reasonable adjustments that you might need in work.

Working Pattern

The standard working week is a 5-day week of 35 hours, net of lunch breaks. Consideration will be given to candidates interested in part-time or other non-standard working patterns and in-line with best practice, the employer has extended to all staff the right to request a flexible working pattern. All requests will be considered seriously.

The employer should use this space to highlight, where applicable, any relevant family friendly policies the organisation has in place to support the workforce such as flexible working or part-time working arrangements:

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Annual Leave (pro rata for part-time)

You will have an annual leave allowance of twenty days in each leave year during your fixed term appointment. In addition, we observe eleven days public and privilege holidays, dates of which are set annually.

Travel and Subsistence

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Subsistence allowances and travelling expenses on official duty are paid. The cost of normal daily travel between home and office is not reimbursable.

Sick Absence

You are expected to attend for work. However, we do recognise that 100% attendance may not be possible on occasions when you are unwell. We have an attendance management policy in place that makes it clear the level of attendance that the employer expects and what may happen if this cannot be achieved. The policy outlines the support offered to staff during periods of illness and the assistance available to help them back to work.

Places of work

The normal place of work will be our office at 104 Irish Street, Dumfries with visits to courts, tribunals, prisons and police stations a routine part of the job. A large proportion of the work will involve instruction of Counsel for High Court cases which will necessarily require attendance at the relevant High Court or prison. Many of our remand prisoners are not actually in Dumfries, they are sent to Kilmarnock. Most of our High Court trials take place in Kilmarnock, Glasgow or Edinburgh but adjourned diets for sentence take place where the sentencing judge is located and can be anywhere in Scotland generally with a start time of 9.30am.