**CRITERIA TO BE APPLIED (Birmingham Law Society In-House Award.):**

**Summary:**

This award celebrates excellence and outstanding achievement by a solicitor (or team) working in an in-house role. This award is open to all practicing solicitors in Birmingham, working as part of an in-house team.

In-house solicitors are required to exhibit a unique blend of skills and we are looking for and individual (or a team) who has applied these skills innovatively to the benefit of both the legal function and the overall organisation. This may be shown through the individual's (or team’s) legal work or their involvement in additional projects or organisations; however, in all cases the judges will expect to see evidence that the individual (or team) has successfully taken a pivotal/leading role rather than merely assisted.

Initiatives could include but are not limited to:

* identifying efficient and effective processes to manage your legal team or function
* delivering initiatives that add value to your organisation
* leading your team by promoting personal growth, development and wellbeing
* using your legal knowledge and time, to contribute to your sector or community
* effective management of external law firms
* and more…

The judges want to see evidence of:

* initiatives that have had a positive impact on both the legal function and the wider activities of the organisation
* an innovative solution to dealing with a specific issue
* demonstrating value to the wider organisation

**Instructions on preparing your application.**

1. Do not exceed the word limit. Any words over the stipulated limit will not be read/or considered.
2. Do not supply any additional information/material as it will not be considered.
3. Your application will only be assessed on the text you provide so please do take time and care when preparing your text. The marking criteria for this award are available on the Birmingham Law Society website. We recommend that you are mindful of the criteria when preparing your submission.
4. Please provide your application typed up on an A4 size paper ensuring at the top of the document you have inserted:

* Your name as Nominated Candidate
* Name of your Firm/Chambers/Employer
* Your Nominated Category

1. Please ensure that you, as the nominated candidate, prepare this document.
2. The shortlist will be announced at the end of January 2024. If you are shortlisted, you will be invited to attend a 20-minute interview week commencing 19th February 2024. A date and time will be allocated in February 2024. **(Due to a very tight schedule, please note the interview time allocated will be fixed and therefore no alterations to the allocated slot can be requested.)**

**Please in no more than 1200 words, outline why you should be considered for this category in line with the summary above. You might like to consider some or all of the following:**

* Give details about a specific case or transaction which has been particularly successful or a facet of your practice or contribution you have made to your own firm/organisation which you believe will set you apart from the other nominees.
* Provide details of any individual involvement/contribution you have had with other organisations during 2023 (e.g. BTSS, CBI, BCCI, BPS Birmingham Future, Birmingham Law Society etc).
* Outline how you have made a positive contribution to the reputation of trainees and the legal profession during 2023.
* Outline your involvement in charity activities during 2023.

**Please include the total word count at the end of your submission, together with the declaration below.**

**DECLARATION:**

I confirm that I believe the contents and word counts detailed within this application are true.

**Date: Signature:**