**Birmingham Law Society Legal Awards 2024 - Marking grids**

**Legal PA of the Year**

This award will be given to an individual who has demonstrated an outstanding level of support in the delivery of legal services and has made a contribution which is above and beyond day-to-day expectations. The judges will be looking for someone who has had an exceptional impact on the lawyers and clients that they support, and who is committed to their organisation and their professional and personal development. This award is open to all personal assistants and support team members, regardless of whether they are employed in a large or small firm, a barristers’ chambers, or in-house.

At each stage marks are out of 100 but this will be converted for an overall score. Shortlisting will be 30% of overall mark with 70% being

awarded after interview.

Emphasis is on **activity over the last 12 months**

Judges are asked to please provide a summary of comments on the category and why the winner wins e.g. outstanding contribution/quality of work which may be used at the awards evening.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name of candidate** | **Impact on lawyers and clients that the individual supports**    **/40** | **Wider contribution within firm and/or the legal community**  **/25** | **Contribution to**  **voluntary/charitable activities of own initiative**  **/10** | **Positive impact on reputation of business support professionals and the wider legal profession**  **/25** | **Final score** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**Summary:**