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| **Job Description****Member** |
| **Objective:** | To undertake fee earning responsibilities, contribute to the maintenance of high client care standards and undertake management responsibilities within the practice as defined and necessary. |
| **Responsible to:** | The Firm |
| **Key Tasks** |
| 1. Taking client instructions and providing legal advice and assistance
2. Where appropriate, running a caseload of client matters in accordance with Quality Procedures Manual, SRA Code, LAA Contract and SQM requirements.
3. Compliance with the SRA Code and SRA Accounts Rules
4. Representing clients at Court
5. Attending police stations as appropriate
6. Supervision of staff
7. Dealing with client enquiries
8. Undertaking legal research and maintaining legal knowledge through training in accordance with Regulatory requirements
9. Promoting and ensuring firm’s compliance with the SRA Code, LAA Contract and SQM requirements
10. Management responsibilities as defined in the Quality Procedures Manual
11. Financial management and compliance with SRA Accounts Rules
12. Conducting appraisals where designated
13. Business Planning
14. Contribute to maintaining a safe and healthy working environment
15. Contribute to maintaining and improving office procedures
16. Ensuring compliance with the firm’s Equality and Diversity Policy
17. Any other duties which from time to time are required by the firm.
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| **Person Specification** |
|  | **Essential** | **Desirable** |
| **Skills** | Strong interpersonal skillsCapable advocateStrong written communicator Good negotiatorGood management skills | Computer literateDriving Licence |
| **Knowledge** | Experienced qualified Solicitor with a sound understanding of areas of law of department or a person designated as a suitable person.Confidentiality requirements.Duty SolicitorCLAS accredited  | Specialist Panel memberHigher rights of audience |
| **Experience** | Experienced Solicitor with >3 years PQESpecialist knowledge of subject area | Previous experience as a senior fee earner and supervisor/manager in another firm of Solicitors |