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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. | | | |
| **Person Specification** | | | |
|  | **Essential** | | **Desirable** |
| **Skills** | Strong interpersonal skills  Capable advocate  Strong written communicator  Good negotiator  Good management skills | | Computer literate  Driving 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 Solicitor  CLAS accredited | | Specialist Panel member  Higher rights of audience |
| **Experience** | Experienced Solicitor with >3 years PQE  Specialist knowledge of subject area | | Previous experience as a senior fee earner and supervisor/manager in another firm of Solicitors |