

JOB DESCRIPTION

Job Title:	Solicitor
Department:	Clinical Negligence
Responsible to:	Line Manger
Responsible for:	N/A
Location:	Queens Chambers, North Street, Newport

1. Role/Job Purpose

To contribute to the Clinical Negligence Department's expertise and the growth and reputation of the Department and Firm generally.

2. Role Requirements

- ▣ To manage all client work allocated and in accordance with detailed procedures and quality standards contained in the firm's Office Manual.
- ▣ To ensure that all client work is progressed expeditiously, and that the client is kept regularly informed on progress and on costs.
- ▣ To develop business initiatives to improve departmental workloads and billing.
- ▣ To strengthen existing client relationships and introduce new clients to the individual Departments and firm.
- ▣ To assist other Departments of the firm when so advised.
- ▣ At all times to exercise high standards of client care in a professional and pleasant manner.
- ▣ To ensure the confidentiality and security of all the firm's and client documentation and information.
- ▣ To achieve agreed levels of own billing and time recording.
- ▣ In close liaison with the Accounts Dept, to have overall responsibility for credit control on own matters.
- ▣ To comply with the Solicitors Accounts Rules and the Rules on the Professional Conduct of Solicitors.
- ▣ To maintain clear and precise communications with other personnel of the firm.
- ▣ To ensure good working relationships with external institutions and organisations.
- ▣ To supervise, support and develop junior fee-earners and immediate support staff.
- ▣ To take responsibility for and attend to self-development.
- ▣ In conjunction with the firm, to comply with the relevant training requirements of the Law Society and to assist with in-house training as may be required.
- ▣ In liaison with Head of Department and other Partners, to be active in promoting the services of the firm and its image and ethos.

3. Person Specification

PROFESSIONALLY BASED QUALIFICATIONS, SKILLS AND EXPERIENCE

Essential

- ▣ Admission to the Solicitors Roll.
- ▣ A minimum of 3-4 years' experience of working within Clinical Negligence Department (pre or post qualifying).
- ▣ A knowledgeable, professional and confident approach to clients, in order to convey a true understanding

of the client's needs and maintain their confidence.

- ☐ Proven ability to manage your own caseload. To ensure that all client work is progressed expeditiously and to provide a profitable contribution to the work of the Clinical Negligence Department and Firm.
- ☐ Ability to maintain excellent working relationships with not only the other personnel within the firm, but with external institutions and organisations.
- ☐ A commitment to hard work.
- ☐ Good commercial awareness.
- ☐ Good IT skills and experience of using a range of Windows based systems.

Desirable

- ☐ Experience of using case management, document management and time recording systems.

PERSONAL SKILLS AND QUALITIES

Essential

- ☐ The ability to think strategically, prioritise and make decisions.
- ☐ High level of accuracy and attention to detail.
- ☐ Ability to communicate clearly and effectively with Partners and staff at all levels and business associates and clients.
- ☐ High level of professionalism and discretion.
- ☐ The ability to balance competing needs and interests.
- ☐ Strong influencing and persuasion skills.
- ☐ The ability to convey a true understanding of client's needs and maintain their confidence.
- ☐ The ability to work independently and as a part of a team.
- ☐ The ability to assess situations and provide appropriate feedback.

Desirable

- ☐ An understanding of health and safety issues within the workplace.

MANAGEMENT QUALIFICATIONS, SKILLS AND EXPERIENCE

Essential

- ☐ The ability to supervise, support and develop immediate staff.

Desirable

- ☐ Coaching and mentoring skills