

JOB DESCRIPTION	
Job Title:	Associate Solicitor
Department:	Residential Conveyancing
Responsible to:	Wyn Williams, Equity Partner and Head of Department
Responsible for:	N/A
Location:	13 Merthyr Road, Whitchurch, Cardiff, CF14 1DA

## 1. Role/Job Purpose

- To contribute to the smooth running of the firm through working towards the goals of the business plan and your department and effectively manage staff within your area of responsibility.

## 2. Role Requirements

### Departmental

- To continue achieving high levels of performance in carrying out the general responsibilities of an Associate Solicitor.
- Where appropriate effectively manage the other fee-earners and support staff in their department and workloads allocated thereto.
- Develop business initiatives to improve department workloads.
- To motivate and develop other fee-earners and support staff within their department and the firm generally.
- To attend external business activities events on a regular basis and with a target of 1 p/m.
- To sit on and actively participate in management meetings/sub committees if invited to do so.
- To support and assist the practice/accounts/personnel/marketing manager in the effective running of the department and firm generally.
- Be familiar with the practice business plan and carryout duties in a way consistent with achieving the goals of the business plan.
- To strengthen existing client relations and introduce new clients to the firm.
- To lead by example and act in a manner befitting the position at all times.
- To ensure a safe working environment in your area of responsibility
- To take responsibility for the following:-
  - Taking instructions from clients in person or on telephone
  - Drafting letters and legal documents
  - Checking Title documents to properties
  - Liaising directly with other parties with enquiries/replies
  - Undertaking searches with Local Authority, Land Registry etc.
  - Reporting to clients with relevant information on their transaction and advising clients where necessary

- Attending upon clients to sign legal documents
  - Drawing up completion statements
  - Agreeing dates with all parties and exchanging Contracts
  - Arranging the transfer of monies on completion
  - Submitting Stamp Duty forms and registering documents at Land Registry
  - Complying with Solicitors Account Rules and Rules of Professional Conduct of Solicitors
  - Exercising high standards of client care at all times
  - Management of own support staff/secretary if applicable
  - Participation in marketing activities and active promotion of the Firm
  - Financial control through collection of monies on account and billing procedures on own matters
  - Ensuring confidentiality and security of Firm's and client's documentation and information
- Carrying out any other duties relevant to the position as and when required by the Partners of the Firm.

### **Business Development (Cardiff)**

- Development of Residential Conveyancing Dept within Cardiff and surrounding areas
- Development of client portfolio in Cardiff and surrounding areas
- Achieve target set for each financial year
- Conduct business development activities and attend appropriate events to promote and develop Departmental client portfolio.

## **3. Person Specification**

### **PROFESSIONALLY BASED QUALIFICATIONS, SKILLS AND EXPERIENCE**

#### **Essential**

- Admission to the Solicitors Roll and a desired 5 years PQE in work area.
- Minimum of 1 year with firm or have been a Head of Dept/Partner in previous firm.
- Consistently achieving high levels of performance in carrying out the general responsibilities of an Associate Solicitor.

### **PERSONAL SKILLS AND QUALITIES**

#### **Essential**

- The ability to think strategically, prioritise and make decisions
- The ability to communicate effectively to a range of people both inside and outside the organisation including clients, business associates, colleagues and team members
- The ability to balance competing needs and interests
- Strong influencing and persuasion skills
- The ability to convey a true understanding of clients needs and maintain their confidence
- The ability to lead an effective team
- The ability to assess situations and provide appropriate feedback

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

### **Desirable**

- The ability to work outside of normal office hours if required.

### **MANAGEMENT QUALIFICATIONS, SKILLS AND EXPERIENCE**

#### **Essential**

- The ability to lead a team ensuring all team members understand the aims of the department and their own contribution towards it
- An understanding of the principles and methods of delegation and the ability to apply this effectively
- The ability to effectively present information to the team in a way that is clear, concise and promotes understanding.
- The ability to provide appropriate support to team members which will include coaching and mentoring where team members are not performing to the desired standards.
- The ability to develop an effective team
- The ability to manage stress in relation to self, team or individuals.
- The ability to deal with difficult situations and manage conflict