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| 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:-
 - o Taking instructions from clients in person or on telephone
 - o Drafting letters and legal documents
 - o Checking Title documents to properties
 - o Liaising directly with other parties with enquiries/replies
 - o Undertaking searches with Local Authority, Land Registry etc.
 - o 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.
-  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