

JOB DESCRIPTION

Job Title:	Associate Solicitor
Department:	Family
Responsible to:	Line Manager/Head of Department
Responsible for:	Support Staff within the Department
Location:	Newport (any other HE office location)

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.
-  To contribute to the Family Department's expertise and the growth and reputation of the Department and Firm generally.
-  To effectively manage all aspects of the cases allocated and when necessary, provide support to Partners and Support staff within the Department.

2. Role Requirements

-  To continue achieving high levels of performance in carrying out the general responsibilities of a Senior Associate Solicitor or such like.
-  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 carry out 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

3. Person Specification

PROFESSIONALLY BASED QUALIFICATIONS, SKILLS AND EXPERIENCE

Essential

-  Admission to the Solicitors Roll or Institute for Paralegals and a desired 5 years PQE in work area.
-  Minimum of 1 year with firm or have been a Partner in previous firm.
-  Consistently achieving high levels of performance in carrying out the general responsibilities of an Assistant Solicitor or such like.

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 client's 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 where reasonably necessary.

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 and 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