

JOB DESCRIPTION

Job Title:	Property and Contentious Probate Solicitor
Department:	Commercial Litigation
Responsible to:	Head of Department
Responsible for:	n/a
Location:	Newport (with flexibility to work from other Harding Evans premises if required).

1. Role/Job Purpose

To contribute to the 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 ensure that all legal issues of a case are identified at the outset and the client receives regular reports on those issues. The client is to be informed of the strategy to be followed on their behalf and this advice must be confirmed in writing.
-  To ensure that the client is informed in writing of the Firm's complaints procedure and that any complaints are processed in accordance with that procedure.
-  To devise a case plan for complex cases which must be kept up to date.
-  To ensure knowledge of all areas of law, including Landlord Tenant, property, boundary and TOLATA claims (and ideally contentious probate matters), and all areas of work within the department is kept up to date.
-  To ensure that clients are advised of the most appropriate method of funding their case, including conditional fees or on a private basis.
-  To ensure that all time spent on a case is accurately recorded.
-  To ensure that the file review procedure is complied with.
-  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.
-  Provide expert legal advice to landlords, tenants, estate executors, beneficiaries, and other parties involved in disputes.
-  Represent clients in negotiations or legal proceedings to resolve these property-related disputes.
-  Proven ability to negotiate effectively to achieve advantageous settlements for clients.
-  Advise on issues like commercial lease assignments, rent reviews, and the correct procedures for deposit schemes.
-  Handle more complex disputes, such as unlawful evictions, defending landlords against claims or assisting tenants in making them.
-  Address disputes involving adverse possession, trespass, and other encroachment issues, as well as commercial lease forfeiture.
-  Advise on the drafting and interpretation of tenancy agreements for both residential and commercial tenants
- To assist other Departments of the firm when so advised.

- ☑ To conduct your own advocacy work in appropriate circumstances.
- ☑ 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 billing and credit control on own matters.
- ☑ To comply with the Solicitors Accounts Rules, the Rules on the Professional Conduct of Solicitors and the SRA Standards and Regulations.
- ☑ To maintain clear and precise communications with other personnel of the firm.
- ☑ To ensure good working relationships with external institutions and organisations.
- ☑ To take responsibility for and attend to self-development to maintain professional and administrative skills, knowledge and competence.
- ☑ 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.
- ☑ If this is a supervisory role – you must lead, motivate and develop staff to maximise their performance in their jobs and ensure compliance with the professional standards set by the Law Society and the Firm.

3. Person Specification

PROFESSIONALLY BASED QUALIFICATIONS, SKILLS AND EXPERIENCE

Essential

- ☑ Admission to the Solicitors Roll.
- ☑ Qualified Solicitor with 3 years PQE
- ☑ 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 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.
- ☑ A strong interest in Property and Landlord Tenant litigation and other areas of private litigation, including Contentious Probate.
- ☑ Motivation for and a commitment to working in a private practice.
- ☑ A commitment to a long-term career in legal practice.
- ☑ Experience of using case management, document management and time recording systems.
- ☑ Proven ability to conduct own advocacy where appropriate.

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 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.
-  Coaching and mentoring skills