

JOB DESCRIPTION

Job Title:	Associate Solicitor or Experienced Conveyancer
Department:	Residential Conveyancing
Responsible to:	Line Manager
Responsible for:	N/A
Location:	Cardiff Office (with flexibility to work from other Harding Evans premises when required)

1. Role/Job Purpose












Our busy conveyancing team is growing and as a result, we are looking to recruit either an Associate level Solicitor, a licensed conveyancer, or a conveyancer with a minimum of three-years' experience to be based at our Cardiff office.

The role involves managing all allocated client work in line with the firm's procedures and quality standards, ensuring matters progress efficiently and that clients are kept regularly informed of progress and costs. You will also develop business initiatives to improve departmental workloads and billing, strengthen existing client relationships, and introduce new clients to the department and the firm.

The successful candidate will contribute to the expertise of the department, along with the growth and reputation of both the department and the wider firm.

In return, you will be joining a firm with a reputation for development and a proven track record in career progression.

2. Role Requirements

-  To manage all client work allocated and in accordance with detailed procedures and quality standards contained in the firm's Office Policies.
-  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 (where applicable).
-  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 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

Professional Qualifications, Skills & Experience:

- ☒ Admission to the Solicitor's Roll with a minimum of one-years' experience of working within a legal environment (pre or post qualifying); or
- ☒ Licensed Conveyancer with three-years' experience; or
- ☒ Conveyancer with three-years' experience
- ☒ A knowledgeable, professional and confident approach to clients, to convey a true understanding of the client's needs and maintain their confidence.
- ☒ Proven ability to manage your own caseload, ensuring that all client work is progressed expeditiously, providing a profitable contribution to the work of the department and firm.
- ☒ A commitment to hard work.
- ☒ Good commercial awareness.
- ☒ Strong IT skills and experience of using a range of Windows based systems.

Desirable:

- ☒ Experienced in the use of case management, document management and time recording systems.

Personal Skills & Qualities:

- ☒ The ability to think strategically, prioritise and make decisions.
- ☒ High level of accuracy and attention to detail.
- ☒ Ability to communicate clearly and effectively both internally and externally.
- ☒ 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 clients' 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 Skills & Experience:

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

Desirable:

- ☒ Coaching and mentoring skills