

Job Description

Job Title: Solicitor
Team: All
Reports to: Team Head
Date: November 2020



Purpose of Job:

To deliver high quality and business focussed legal solutions to clients while providing excellent service. The role of solicitor requires the individual to continuously develop their technical expertise and to build client relationship skills and marketing/business development awareness.

Main Activities:

- Perform fee earning work accurately, reliably and in accordance with firm's risk and quality management procedures. Deliver and ensure exceptional colleague and client service and client relationship building. Ensure client communication is timely and meets their required standards. Work should be at a standard that it produces referrals/repeat business.
- Meet financial targets by ensuring:
 - accurate time recording
 - accurate and realistic fee estimates
 - timely billing/cash collection
 - working efficiently to maximise financial performance
- Support, coach and buddy trainees. Role model key behaviours and demonstrates the firm's values
- Begin to build and nurture a contact base, using Infor CRM to record client activity.
- Continuously seek opportunities to develop technical expertise and personal effectiveness. Keep up to date with developments in the law, taking responsibility for own knowledge management and ensuring SRA learning and development requirements are fulfilled.

Knowledge / Skills / Experience:

- Excellent service model compliance and client service skills.
- Good drafting skills for standard legal documents.
- Planning, organising and time management skills.
- Financial and commercial awareness.
- Team contributor.
- Accuracy and attention to detail.
- Presentation skills.



Trust



Teamwork



Responsibility



Care

Our Values & Behaviours

Trust

We trust each other to do the right thing

- Respect and treat each other fairly
- Be honest, open and transparent
- Be yourself and empower others to do what they do well
- Value and recognise each other

Teamwork

We are one team and work selflessly for each other

- Be aware of your impact on others
- Be clear about what you expect from others
- Plan, organise and prioritise your time
- Coach others to be their best
- Support and delegate to others
- Work hard for the collective, not for individual gain

Responsibility

We are self-starters and take responsibility for how we work together and communicate

- Be positive and enthusiastic
- Communicate – listen, ask questions and share knowledge
- Embrace feedback
- Challenge ourselves and others to deliver success
- Have great conversations, including the difficult ones

Care

We care about our people, clients and community

- Help and look out for each other
- Understand, support and learn from each other
- Be proactive and make a difference
- Be kind to yourself and others

Additional notes or information:

The duties and responsibilities in this job description are not exhaustive.