

### Muckle LLP Job description

<b>Job Title</b>	Solicitor
<b>Team</b>	All
<b>Reports to</b>	Team Head
<b>Date</b>	March 2016

<p><b>Purpose of Job</b> 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.</p>	
<b>Main Activities</b>	<b>Performance measures</b>
<ul style="list-style-type: none"> <li>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.</li> </ul>	Colleague and client satisfaction. No compliance issues or complaints. Referrals and repeat business.
<ul style="list-style-type: none"> <li>Meet financial targets by ensuring:               <ul style="list-style-type: none"> <li>– accurate time recording</li> <li>– accurate and realistic fee estimates</li> <li>– timely billing/cash collection</li> <li>– working efficiently to maximise financial performance</li> </ul> </li> </ul>	Personal budget met or exceeded. Minimum of 7 hours chargeable time recorded each day (averaged over a week).
<ul style="list-style-type: none"> <li>Support, coach and buddy trainees. Role model key behaviours and demonstrates the firm's values</li> </ul>	Trainee performance.
<ul style="list-style-type: none"> <li>Contribute to the general management and development of the firm.</li> </ul>	Personal performance and contribution.
<ul style="list-style-type: none"> <li>Begin to build and nurture a contact base, using Infor CRM to record client activity.</li> </ul>	Referrals and repeat business.
<ul style="list-style-type: none"> <li>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.</li> </ul>	Personal performance review rating Reflected and addressed L&D needs.

<p><b>Knowledge/ Skills/ Experience</b></p> <ul style="list-style-type: none"> <li>Excellent service model compliance and client service skills.</li> <li>Good drafting skills for standard legal documents.</li> <li>Planning, organising and time management skills.</li> <li>Financial and commercial awareness.</li> <li>Team contributor.</li> <li>Accuracy and attention to detail.</li> <li>Presentation skills.</li> </ul>
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**Behaviours**

- Uphold the Muckle values and act in accordance with the firm's Equality, Diversity and Inclusion policy.
- Contribute to a safe working environment by being aware of, and adhering to, the health and safety requirements in accordance with the firm's health and safety policies.
- Build trust, credibility and confidence within the team and with clients.
- Collaborate across the firm.
- Show commitment to self development.
- Commercially focussed.
- Get involved (community and firm).

**Additional notes or information**

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