

## Job description

**Job Title:** Solicitor  
**Team:** All  
**Reports to:** Team Head  
**Date:** October 2017

### **Purpose of Job:**

To deliver high quality and business focussed legal solutions to clients while providing excellent service. The role of associate also carries responsibility for winning business, managing finances and coaching junior lawyers.

### **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. Pro active client management and strong communication with CRP and client service team. Ensure client communication is timely and meets their required standards. Work should be at a standard that it produces referrals/repeat business.
- Develop business by winning new clients and seeking out new work from existing clients for self and others. Participate and contribute to business development activities and initiatives and cross sell all services.
- Meet financial targets by ensuring:
  - accurate time recording
  - accurate and realistic fee estimates
  - timely billing/cash collection
  - working efficiently to maximise financial performance
- Provide coaching and supervision to more junior team members maximising their performance and development. Role model key behaviours and demonstrate the firm's values.
- Contribute to the general management and development of the firm.
- Build, maintain and nurture an appropriate network of contacts, referrers and business partners, 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.
- Planning, organising and time management skills.
- Financial and commercial awareness.
- Team contributor.

- Strong technical ability in practice area.
- Core suite of BD skills such as networking, negotiation and presentation skills.
- Strong project management skills.
- Ability to supervise, coach and be a role model for more junior team members.
- Developing client management skills.

**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.