

Float Legal Secretary

The role

We are currently looking for an experienced Legal Secretary to work across our various teams within Muckle LLP covering for holidays/sickness periods and supporting teams where appropriate and as directed by firm head PA/senior team PAs.

It is essential that candidates are:

- organised, with good planning skills
- confidential and discreet
- proactive, flexible and enthusiastic
- able to work under pressure, meet tight deadlines and multi-task

You'll also have:

- effective oral and written skills with GCSEs or equivalent in English and Mathematics (Grades A-C)
- relevant secretarial, word processing or computing qualifications (e.g. NVQ, RSA, ECDL)
- a minimum typing speed of 65 wpm

Previous experience should include:

- some diary management
- producing accurate documents and correspondence
- dealing with clients over the telephone
- Microsoft Word
- PowerPoint and Excel (desirable)
- working with a document management system (preferred)
- working with a financial management system (preferred)

The ideal candidate will also have excellent secretarial skills. It's also essential that you're a highly motivated team player with a flexible approach to the working day, being able to multi task and slot into any given situation.

Our team

Our PA/administration team is held in high regard and provides a professional and efficient secretarial and administrative service to a number of fee-earners across the firm. The PA/administration team is a key part of the wider Muckle LLP team, which is around 150 people strong. We are all based at a single site office in central Newcastle upon Tyne – a city we have operated from for over 100 years.

Our people and values

Our business is full of bright, enthusiastic, articulate, colourful, confident people. People who live and breathe our core values:

- Trust – we trust each other to do the right thing
- Teamwork – we are one team and work selflessly for each other
- Responsibility – we are self-starters and take responsibility for how we work together and communicate
- Care – we care about our people, clients and community

It means, no matter who is involved, our clients receive the same excellent service from people who do what they say, on time and on budget, every time. That's the Muckle way!

Our culture

We want everyone to understand how our business is run and we encourage all of our people to get involved. We are also proud of the communities in which we live and work and give our people lots of ways to support them.

For example, you could use your two days' paid volunteering leave to support a local cause you care about or nominate them for a grant from our Muckle Fund at the Community Foundation.

From workplace running, cycling and walking clubs to fun events organised by our BEAM (Being Engaged At Muckle) team and participation in our Green Team to help make the business as environmentally friendly as possible, we've created a unique and award winning place to work:

- Investors In People Gold award accreditation
- Investors In People Health and Wellbeing accreditation
- North East Better Health at Work Continuing Excellence award
- Journal North East Best Place to Work (Medium Sized Company) award

We are really proud of the results of our recent Investors In People survey, in which 98% of our people believe Muckle is a great place to work and 100% share the firm's values. Our overall results place Muckle LLP in 147th position for ALL Investors in People organisations (of which there are over 10,000 throughout the world) and **2nd for legal firms with between 50 to 249 employees!**

So how does all that sound? If you're looking to work in a friendly, open environment and want to develop your career in a forward thinking, commercial North East law firm, then this is an excellent opportunity.

To apply, please email your CV together with an introductory letter to recruitment@muckle-llp.com.

Best of luck!

Job Description

Job Title: Float Legal Secretary
Team: All
Reports to: Firm Head PA
Date: August 2022



Purpose of Job:

To provide secretarial and administrative support across our various teams within Muckle LLP covering for holiday/sickness periods and supporting teams where appropriate and as directed by the Firm Head PA/Senior Team PAs.

Main Activities:

- Providing professional and efficient secretarial and administrative support to a number of fee earners such as Partners, Associates, Trainees and other work providers.
- Creating and amending high volume of documents, correspondence and emails using audio dictation and manuscript.
- Acting as a liaison point for clients and colleagues.
- Provide secretarial support to fee earners in other teams where appropriate and as directed by the firm head PA.
- To undertake any additional tasks as requested from time to time.

Knowledge / Skills / Experience:

- Effective oral and written skills with GCSEs or equivalent in English (Grades A-C)
- Relevant secretarial, word processing or computing qualifications (e.g. NVQ, RSA, ECDL)
- Minimum typing speed of 65 wpm
- Proficient in all aspects of computer software packages Microsoft Word, Excel, PowerPoint
- Ability to work independently and as part of a team
- Well organised with the ability to plan and prioritise resources, own workload and at times work under pressure and to tight deadlines
- Ability to multi-task



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.



the **muckle** way

the why?

Which way is North?

The Muckle Way is all about setting our compass. Making sure we all know why we need to pull in the same direction and what we need to do to achieve our vision.

OUR VISION

Successful, forward thinking, and distinctive. Caring deeply about our people, clients and community.

OUR PURPOSE

To provide the best advice and service we possibly can, profitably.

OUR STRATEGY

Where to play:

- North East and Cumbria;
- with strategic national practices and international alliances;
- providing a full range of legal services for businesses;
- to organisations and high net worth individuals.

LEADING THE WAY

It's our directors' and partners' responsibility to lead the way. They will:

Set direction – clearly outlining what we want to achieve as a business.


Drive focus – making clear and timely decisions on things that matter.


Live our values – lead by example, practically demonstrating our values and behaviours.


Build trust – support a working environment that nurtures trust and belonging.


Recognise success – recognise that success is defined not only by 'what' we do, but 'how' we do it.


THE 6 'P'S


 **Profitability** - Design and deliver a successful, sustainable business model by 2027

 **Plans** - Strategic Business Development plan delivering ↑ 7% p.a. turnover growth

 **People** - Recruit, develop, engage and retain the right people for the right roles

 **Performance** - Deliver proven, consistent, quality client service

 **Process** - Deliver process, quality and cost improvements through continuous innovation and increased automation

 **Purpose** - Be a values led, responsible business for our people, community and clients

how we work our values & behaviours



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what we deliver our service

WE ARE REAL PEOPLE

TEAMWORK is important to us, but the success of our team is dependent upon the individuals within it. Whilst our service should be delivered consistently, we encourage our people to develop and use their individual style to build TRUST.

- › Use plain English
- › Avoid using jargon or exclusive language
- › Reflect our standards and house style
- › Make things happen, don't sit back

WHO BUILD STRONG RELATIONSHIPS

We are commercial, practical and adapt to the collective needs of our clients, our communities and our people. We take RESPONSIBILITY for having great conversations that build strong, lasting and profitable relationships.

- › Think commercially and look for opportunities that will enable us to drive profit and growth
- › Proactively make new connections and get to know existing contacts better
- › Cross-sell and spot opportunities for clients and colleagues

WE DO WHAT WE SAY

We clearly outline what we're going to do right from the start of a piece of work. If the unexpected happens, we're upfront and explain how the changes affect our work as soon as we can. It's all about taking RESPONSIBILITY for keeping our promises.

- › Understand, agree and meet expectations
- › Identify potential problems and risks early
- › Understand our risk management procedures
- › Keep finances in order

ON TIME, IN BUDGET

We outline when people can expect work to be completed and estimate how much it will cost. We also take RESPONSIBILITY for making sure work gets done on time and clients don't pay more than they've agreed.

- › Make profitable decisions
- › Respond to queries quickly
- › Outline how changes affect time and costs
- › Bill clients promptly with no nasty surprises

WITH EXCELLENCE, EVERY TIME

Technical excellence is what's expected of us. From our support teams to our solicitors we want everyone to aspire to the highest level possible. We CARE about quality and always seek to improve.

- › Deliver technical excellence always
- › Develop your own knowledge
- › Comply with SRA rules
- › Always ask 'what could we do better?'

the **difference** we make our corporate responsibility

It may not be part of our service, but being a responsible business is very much part of The Muckle Way.

We engage in our CSR activities because we care deeply about supporting the North East Communities in which our people, their families and their friends live and work - it is simply the right thing to do.

We don't restrict our support to the North East, but it is where we think we can collectively make the biggest difference, and there are lots of ways you can help.

Give money – through our grant giving and match funding facilities

Give time - through your 2 days annual volunteering leave

Give expertise – with free legal advice and professional services

Think green – live and work as environmentally friendly as you can

Promote – share how you support communities to encourage others

Have fun – choose to give back in a way you personally enjoy





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IN PEOPLE** | Gold