

Job Description for Contentious Intellectual Property Solicitor

DEPARTMENT: Dispute Resolution Department

RESPONSIBLE TO: Head of Department/Associate

ROLE: To provide a high quality legal service to all clients, attain a high profile nationally and win new business from existing and new clients

KEY RESULT AREAS

Client Focus

Client Care, including (amongst other things) managing the funding of cases, conflict searches, money laundering ID checks, letters of engagement and managing the client's expectations

Deliver the quality of work expected of solicitor with a least 5 years experience, including (amongst other things) providing accurate legal advice and commercially driven tactics

Handle a caseload commensurate to an experienced solicitor with expertise in Intellectual Property and Media Law

Advocacy skills

Drafting and negotiating skills

Bill an amount commensurate with an experienced solicitor

Follow internal procedures

Team work, including assisting more senior file handlers with larger cases

New Business Focus

Establishing a high profile nationally both individually and for the Firm

Maximise work from the firm's existing Client Base

Win new business

Maintain good relations with existing and new Clients

Achieve a prominent role in the evolving Media City

Work closely with the Marketing Department generally and on specific initiatives and projects

DUTIES AND RESPONSIBILITIES

Maintain the firm's reputation of providing a quality legal service to clients to the firm's standards as laid down in Office Manual and departmental procedures.

Abide by Law Society Practice Rules and administrative procedures.

Maintain client files as required for supervision/audit.

Provide initial advice to Clients and seek supervisory input as necessary.

Attend court and provide advocacy services where appropriate

Make appropriate use of barristers/expert witnesses.

Attend and make contributions at all departmental meetings.

Implement tasks as delegated and report back promptly to supervisor.

Provide support to other file handlers

Act as an able, competent representative of the firm in outside dealings and court appearances.

Reply to all phone messages within one working day

Take an integral part in marketing initiatives and endeavour to win new clients/business