

Job Description –Solicitor in Business Litigation

Job Title: Solicitor
Department: Business Litigation
Reporting to: Head of Department or Associate

KEY RESULT AREAS

1. 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.
2. Deliver quality of work expected of a qualified solicitor, including (amongst other things) providing accurate legal advice and commercially driven tactics.
3. Handle a caseload commensurate to a qualified solicitor.
4. Further develop advocacy skills.
5. Further develop drafting and negotiating skills.
6. Bill an amount commensurate to a qualified solicitor.
7. Follow internal procedures.
8. Team work, including assisting more junior file handlers with cases.
9. The key areas of law (amongst others) which the solicitor will handle are commercial disputes, property disputes, construction disputes, debt collection, shareholder disputes and partnership disputes

DUTIES AND RESPONSIBILITIES

1. 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 department procedures.
2. Abide by Law Society Practice Rules and administrative procedures.
3. Maintain client files as required for supervision/audit.
4. Take initial case details from clients as requested, and discuss with supervisor whether to take on the case.
5. Attend court and provide advocacy services where appropriate.
6. Make appropriate use of barristers/expert witnesses.
7. Attend and make contributions at all departmental meetings.
8. Implement tasks as delegated and report back promptly to supervisor.
9. Provide support to other file handlers.
10. Act as an able, competent representative of the firm in outside dealings and court appearances.
11. Reply to all phone messages within one working day.
12. Take part in marketing initiatives and endeavour to win new clients/business.