

Job description

Job Title: Solicitor/CILEX lawyer/Licensed Conveyancer - Conveyancing

Reporting to: Head of Conveyancing

This job description is intended as a working document giving a guideline to the major tasks to be performed. It is anticipated that the post will develop, and working practices will change; in order to meet the demands of new legislation, and the requirements of the Firm. It is expected that the post holder will contribute to and assist with all future developments.

Overall purpose:

To assist in the running of a profitable case load delivering high quality legal services in the Conveyancing Department and providing support to the Head of Conveyancing.

Main Duties:

- To provide a high level of professional services to clients at all times
- To apply the professional rules of conduct to accounting and financial matters as set out in the Solicitors Accounts Rules
- To display a good knowledge and application of the LLP's core risk management and quality systems and processes including file management, conflict checking, opening and closing files, anti corruption & bribery, and information security
- To ensure files are well ordered, clear and comply with the Law Society and office requirements
- To draft clear and concise letters of advice, advisory emails and file notes and draft documents which are legally effective and accurately reflect the client's needs / instructions
- To ensure files are regularly reviewed and progressed; keeping all relevant parties informed of the progress of tasks
- To seek appropriate assistance when work moves beyond your technical knowledge / expertise
- To monitor and manage your own workload to achieve your targets
- To make appropriate use of the LLP's IT systems
- To report any errors on files immediately
- To ensure work given to support staff is appropriately set, supervised and reviewed;
- To check any typed documents carefully before sending;
- To assist with clients of all associated fee earners to provide continuity of service;
- To ensure conducive working relationships with colleagues, clients and other associated third parties.
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- To initiate, develop and participate in the marketing of the department/office, your work and your presence, and to raise the profile of Blanchards Bailey LLP in general and Conveyancing
- To meet the agreed marketing output for your role
- To engage in networking via work but also develop own networks through social or other means

General

- to keep up to date with the latest legal and practice developments, to plan and attend relevant courses, to meet agreed targets, to develop the Conveyancing department

Personal

- To keep confidential all client information
- To be positive and helpful with colleagues, clients and professional contacts of the firm
- To assist other departments and colleagues within the firm as requested
- To adhere to and familiarise themselves with the firm's values and policies

Other Duties

- To include other reasonable duties and tasks which are part of, and incidental to, this type of work

Person Specification

Essential	Desirable
<p><u>Education and Qualifications</u></p> <ul style="list-style-type: none"> • CILEX or solicitor qualified 	
<p><u>Experience</u></p> <ul style="list-style-type: none"> • A detailed knowledge of Residential Conveyancing including Land Registry procedures. • Experience of handling own caseload. 	
<p><u>Knowledge and Skills</u></p> <ul style="list-style-type: none"> • IT literate • Good client manner • Excellent organisation and time management skills • Able to prioritise own workload • Able to contribute towards improvement/changes • Good file management skills and awareness of SRA 	
<p><u>Personal attributes</u></p> <ul style="list-style-type: none"> • Commercially minded • Highly motivated • Personable • Energetic and enthusiastic • Flexible attitude and approach to work • Able to work as part of a team • Commitment to the future development of the LLP • Commitment to supporting and assisting the Partners 	