**Job description**

**Job Title:**  Associate

**Reporting to:** Head of Litigation

*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 deliver a profitable case load and high-quality legal advice in litigation and, in particular, contentious probate.

**Main Duties:**

Client Care

To provide high quality specialised legal services, to satisfy the reasonable demands and requirements of clients and the Firm, and especially to: -

* To take instructions from clients on a matter and to act on behalf of clients to bring the matter to a satisfactory conclusion.
* To review case files on a regular basis.
* To ensure that all time limits are kept.
* To ensure that all matters are kept up to date and dealt within appropriate time scales.
* To represent clients at court.
* To ensure a high level of personal and professional service at all times.

File management and administration

* To be fully conversant with the firm’s IT and database systems and to be confident in their correct usage.
* To be familiar and confident with the firm’s accounting practices for client and office monies, cheque requests, TT transfers etc.
* To ensure that the department files are well ordered clear and comply with the Law Society, office and all other necessary requirements.

 Profitability/Financial

* To meet/exceed agreed targets.
* To help manage junior fee-earners in doing the same.
* To ensure that proper and accurate records are kept of time expended on matters where fees are charged on a time basis and ensure that quotations for work are approved by a partner and reviewed on a regular basis.

Regulatory

To comply with:

* All internal regulations, to include the procedures set out in the Firm’s PPs.
* The requirements set by the Law Society and Solicitors Regulation Authority.
* To ensure CPD and other training is up to date and recorded.

Marketing

* To initiate, develop and participate in the marketing of the Litigation department, to promote the Firm, to maintain and develop existing client relationships and to attract new clients.
* To become involved in local activities, to write articles and reports, to organise seminars, to deliver presentations and to provide updates and training for clients, local service providers and contacts.

Staff Management

* To ensure work given to support and assistant staff is appropriately set, supervised and reviewed.
* To check carefully any typed documents before dispatch.
* To ensure that the department complies with all risk-management procedures.

Personal

* to keep confidential all client information.
* to be positive and helpful with colleagues, clients and professional contacts of the firm.
* to assist all 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**  |
| Education and Qualifications* Qualified solicitor or legal executive
 |  |
| Experience* Strong background in Litigation law
* Extensive experience
* Experience of managing support staff
* Strong track record in meeting fee targets
* Strong track record in meeting fee earning targets
* Experience of marketing, networking and business development
 | * 5-7 Years PQE in Litigation
 |
| Knowledge and Skills* In depth knowledge of all aspects of Litigation law, particularly contentious probate
* Exceptional interpersonal skills
* Highly organised
* Excellent time management skills
* Able to prioritise own workload and that to of own staff
* Able to contribute to improvements and changes
* Good file management skills and awareness
* Ability to deliver a high quality service
* Presentation and training skills
 |  |
| Personal attributes* Commercially minded
* Commitment to the future development of the LLP
* Commitment to supporting and assisting the Partners
* Highly motivated
* Ambitious
* Personable
* Energetic and enthusiastic
* Flexible attitude and approach to work
* Able to work as part of a team
 |  |