

Job description

Job Title: Senior Associate

Reporting to: Head of Contentious Trusts and Probate

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 support and work closely with the Head of Contentious Trusts and Probate in managing and developing the Contentious Probate team, in order to deliver high quality legal service and a profitable caseload.

Areas of legal practice

- Contentious trusts and probate and contentious Court of Protection
- Such other areas of legal practice as may reasonably be requested from time to time

Main Duties:

Including but not limited to the following:

Managing Matters

- to deliver the highest levels of quality and client care
- to lead by example and ensure that others adhere to internal policies and procedures;
- to promote the use of all the LLP's IT systems
- to respond appropriately to client concerns and complaints

Managing People

- to act in a fair, inclusive and courteous manner at all times and promote a positive working atmosphere
- to demonstrate a positive and flexible attitude to change and help implement suggestions for improvements to existing processes

- to constructively contribute to team meetings, discussions and lead knowledge sharing
- to act as a sounding board for trainees and junior colleagues
- to assist with recruitment for the team
- to take responsibility for training and developing all members of the team
- to take responsibility for managing performance in the team

Technical

- to maintain an advanced and up to date understanding of relevant law, policy and practice and effectively apply this to ensure client needs are met
- to identify, select and where appropriate manage external experts or consultants

Financial

- to apply the professional rules of conduct to accounting and financial matters as set out in the Solicitors Accounts Rules
- to agree the scope and services required for matters, and set out a clear basis for charging
- to regularly communicate with your clients in relation to their matters, and keep them updated on progress made towards agreed deadlines and cost
- to record all chargeable and non-chargeable time in line with the LLP's policy
- to work effectively and in a cost conscious manner
- to monitor and manage your own WIP and that of others and take remedial action when required
- to consistently surpass your billing and hours targets
- to contribute to the budget setting process

Business Development

- to promote the LLP generally and market all the services within the litigation department
- to run and deliver client training events and seminars, meeting targets for further business as a result
- to write articles for publication and identify opportunities to raise the profile of yourself and your team
- to represent the LLP at external events, and build upon contacts made at networking events and support more junior colleagues at events

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
<p><u>Education and Qualifications</u></p> <ul style="list-style-type: none"> • Grade A fee earner 	<p>ACTAPS member</p>
<p><u>Experience</u></p> <ul style="list-style-type: none"> • Extensive experience running a broad contentious probate caseload • Experience of networking and business development • Experience of managing and leading a successful and profitable team • Strong track record in meeting fee targets 	<ul style="list-style-type: none"> • Experience in contentious Court of Protection matters
<p><u>Knowledge and Skills</u></p> <ul style="list-style-type: none"> • Exceptional interpersonal skills • In depth knowledge of all aspects of contentious probate • Inspirational manager • Highly organised • Excellent time management skills • Ability to prioritise workload • Ability to contribute to the growth and development of the contentious probate team • Ability and desire to deliver exceptional client care • Presentation and training skills 	
<p><u>Personal attributes</u></p> <ul style="list-style-type: none"> • Commercially minded • Acts with honesty and integrity, in accordance with the SRA Code of Conduct, and displays the behaviour and conduct expected of a lawyer • Highly motivated • Ambitious • Personable • Energetic and enthusiastic • Flexible attitude and approach to work • Able to work as part of a team 	

