**Job description**

**Job Title:** Solicitor/Legal Executive – Family Law

**Reporting to:** Head of Department

*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 the Head of Department in delivering high quality legal advice and a profitable caseload.

**Main Duties:**

Including but not limited to the following:

Client care

To provide high quality specialised legal services, to satisfy the reasonable demands and requirements of the clients and the Firm, and especially 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 deal with the day-to-day post and other correspondence and telephone calls promptly;
* 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

Areas of legal practice

* divorce and separation; children and financial issues
* pre and post nuptial agreements and cohabitation agreements
* such other areas of legal practice as may reasonably be requested from time to time

File management and administration

* To ensure that the department files are well ordered clear and comply with the Law Society, office and all other necessary requirements.
* 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 the Head of Department and reviewed on a regular basis.

Marketing

* To actively participate in the marketing of the Family Department, to promote the Firm, to maintain and develop existing client relationships and to attract new clients.

Profitability/Financials

* To aim to achieve billing and chargeable hours targets, to control disbursements and render bills promptly for the overall benefit of the Firm.

Regulatory

To comply with:

* All internal regulations, to include the procedures set out on the Firm’s Intranet
* All professional obligations as a solicitor/legal executive
* The requirements set by the Law Society and Solicitors Regulation Authority.

General

* To keep up to date with the latest legal and practice developments, to plan and attend relevant courses, to meet agreed targets.
* To be positive and supportive of Partners, colleagues and clients of the Firm
* To keep confidential any and all client information.
* To assist colleagues inside and outside the Family Law department if requested
* To appreciate that flexibility in your role is paramount
* Any other duties which may be required.

**Person Specification**

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| **Essential** | **Desirable** |
| Education and Qualifications   * A qualified Solicitor/Legal Executive |  |
| Experience   * Strong background in family law with a minimum of 3 year’s PQE * Managed own caseload in divorce, separation, children and finance issues | * Networking and marketing experience |
| Knowledge and Skills   * Exceptional interpersonal skills * Strong knowledge of all aspects of Family law * Highly organised * Excellent time management and prioritising skills * Good file management skills and awareness * Ability to deliver a high quality service |  |
| Personal attributes   * Commercially minded * Highly motivated * Personable * Energetic and enthusiastic * Flexible attitude and approach to work * Able to work as part of a team |  |

May 2019

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