



Job Description

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| Job Title | Commercial Law Solicitor |
| Department | Commercial Services Department |
| Reporting To: | Head of Commercial Services Department |
| Responsible For: | Secretarial support as allocated from time to time |

Main Purpose of Job:

- To provide a dedicated commercial law service to clients across the firm's offices;
- To develop commercial law as a practice area within the business;
- To support the general development of the Commercial Services Department by working with colleagues to provide a full service offering to commercial clients.

Responsibilities, Duties and Tasks

- To provide accurate and commercial law advice to clients;
- To assist with the development of the Firm's commercial law expertise through:
 - Networking within the business community and to key referral sources in order to develop a high profile for commercial work;
 - Contributing ideas to the Firm's marketing strategy for winning new work and implementing agreed initiatives;
 - Organising and delivering regular seminars to clients and contacts (twice a year);
 - Writing regular articles for submission to local publications/Firm's website/newsletter for clients and contacts;
- To manage all files methodically and efficiently and in accordance with the Firm's procedures and the LEXCEL quality mark requirements;
- To take responsibility for own personal and professional development and ensure compliance with any compulsory professional education requirements;
- To assist with the supervision and line management of secretarial support staff for whom the postholder is responsible and encourage support staff in their development and training;
- To identify and initiate cross-selling opportunities;
- To undertake such other duties, training and/or hours of work commensurate with the role.

The duties in this Job Description should be carried out in a manner which promotes equality of opportunity, dignity and respect for all employees and is consistent with the Firm's Equal Opportunities policy.

The Firm reserves the right to alter or amend the duties set out in this Job Description in accordance with the needs of the business and after consultation with you.

Person Specification

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Qualifications/Training

Essential:

- A qualified practising solicitor;
- Evidence of continuing professional development in their area of expertise.

Experience/Knowledge

Essential:

- Minimum 2-3 years' PQE specialising in commercial law, predominantly advising SMEs in relation to acquisitions, MBO's, finance and funding, sales, restructuring, shareholder agreements, terms and conditions of contract. The postholder must have a detailed knowledge of the full range of UK commercial law issues, including partnerships, LLPs and franchises;
- Experience or a keen interest in/understanding of business development;

Skills/Abilities

Essential:

- Excellent oral and written communication skills;
- Ability to deliver a strongly client-focussed service, giving timely practical legal solutions to client problems;
- A team player who is committed and capable of developing their own workload with the Firm's support;
- Ability to handle own caseload independently with minimal daily supervision;
- Ability to organise own files and supervise support staff to ensure efficient delivery of service;
- Take responsibility for financial management of own files and ensure all bills are delivered and followed up in an efficient manner;
- Ability to organise and deliver training;
- Computer literate, using word processing;
- Ability to work under pressure.

Desirable:

- A willingness to deliver presentations/seminars on area of expertise;
- Experience of writing for client/marketing opportunities.

Additional Factors:

This is a firm wide role. The postholder will be based at our Kidderminster office and will be expected to travel to visit clients' premises and between the Firm's offices in order to undertake their duties.