



Job Description

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

Main Purpose of Job:

- To work competently as a Family Law Solicitor in the Family Department, normally based at the Kidderminster office, dealing with privately funded work;
- To actively seek opportunities for new work through local business development and to meet your agreed personal business objectives and targets;
- To support the general development of the Family Department by working collaboratively with colleagues to provide a full service to family clients.

Responsibilities, Duties and Tasks

- To provide accurate family law advice to clients;
- To manage all files methodically and efficiently and in accordance with the Firm's procedures and the LEXCEL quality mark requirements;
- To record time and bill clients in line with agreed practice policy and charging rates;
- To undertake colleagues' file reviews in a timely manner, if required to do so;
- 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 any secretarial support staff for whom the postholder is responsible (where applicable) and encourage support staff in their development and training;
- To operate the Firm's Quality Procedures as specified in the current edition of the Office Manual;
- To contribute to the business development of the Family Department generally and support the Firm's wider marketing initiatives;
- To identify and initiate cross-selling opportunities;
- To become familiar with the Firm's health & Safety policy and to operate safely within the workplace;
- 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

Job Title	Family Law Solicitor
Department	Family Department
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Qualifications/Training

Essential:

- A qualified practising family law solicitor;
- Evidence of continuing professional development in family law.

Experience/Knowledge

Essential:

- Minimum 2 years' PQE **specialising in family law**;
- Experience or a keen interest in/understanding of **business development**;

Desirable:

- Experience of working on childcare cases;
- Local knowledge of the Wyre Forest and Worcestershire business and networking opportunities.

Skills/Abilities

Essential:

- Excellent oral and written communication skills;
- Ability to deliver a strongly client-focussed service, giving timely practical legal solutions to family law issues;
- 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;
- A team player who can demonstrate leadership as well as support colleagues;
- Computer literate in windows using Outlook, word processing and PowerPoint;
- Ability to work under pressure.

Desirable:

- Experience of writing articles aimed at clients and/or for PR opportunities;
- Experience of delivering small group workshops and/or seminars on family law topics;
- Working knowledge of a case management system;
- Management experience and/or the desire to look to taking on a more senior leadership role in the department in the future.

Additional Factors:

The postholder will be based at our Kidderminster office but must be willing to travel between the Firm's offices in Worcestershire and client / networking locations as necessary, if required in order to undertake their duties.

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