

# Solicitor

## Key Tasks/Responsibilities

- Taking a client's instructions
- Advising a client on the law and legal issues relating to their case;
- Drafting documents, letters and contracts tailored to the client's individual needs;
- Negotiating with clients and other professionals to secure agreed objectives;
- Researching and analysing documents and case law to ensure the accuracy of advice and procedure;
- Supervising the implementation of agreements;
- Coordinating the work of all parties involved;
- Corresponding with clients and opposing solicitors;
- Attending meetings and negotiations with other parties;
- Working in a team, sometimes referring cases to the head of department;
- Supervising and delegating work to trainee solicitors, paralegals and legal secretaries as appropriate;
- Arranging and attending further client meetings where necessary to progress with the case and finalise documentation;
- Checking all documentation prior to signing and implementing;
- Taking referrals from other firms of solicitors when a conflict of interest arises, or if they have no specialist practitioner available;
- Keeping up to date with changes and developments in the law by reading journals and law reports;
- Undertaking a range of continuing professional development (CPD) activities throughout their career.
- Respond quickly and efficiently to all client's needs and requests.

*This is not an exhaustive list but outlines the main duties*

## Person Specification

An admitted Solicitor, ILEX, and Licensed Conveyancer will possess the necessary academic qualification for the role. Have excellent negotiating and advocacy skills and the ability to follow good practice and procedure with particular reference to their specialist area of law. Essential qualities are good communicator with clients, professional colleagues and all persons working within the firm at all levels. Good administrative skills and the ability to follow department's and the firm's administrative procedures. It is expected that you will positively contribute to your own department's and the firm's continued expansion and be an active participant in all departmental meetings. It is anticipated that to be employed in this role you would be able to show that you possess the following characteristics: -

- Proof of necessary qualification
- Excellent communication skills, both written and oral
- Dedication and commitment
- Commercial awareness
- Analytical skills
- Accuracy and attention to detail
- Negotiating skills
- The ability to plan work and prioritise tasks
- Time-management skills
- Interpersonal skills
- The potential to lead and delegate responsibility
- Flexibility and openness to new ideas
- IT skills
- A professional approach to work, integrity and a respect for confidentiality

The admitted Solicitor, ILEX, and Licensed Conveyancer will possess an excellent working knowledge of their relevant area of law. They will be expected to attend all relevant training courses, to be approved by the Supervising Director, in order to increase and maintain their knowledge of their specialist area of Law and directly related matters.