



# Job Description:

## Assistant Solicitor

**Reporting to:** Head of Team

**Location:** Chelmsford

**Responsible for:** No direct reports

**Special requirements:** This post is office based but will involve out of office activity and travel from time to time.

Access to a vehicle may provide additional flexibility within the role. Flexibility of working hours will be required to meet client needs.

### **Main Purpose of the role:**

Provide a quality, tailored and supportive legal service to a range of clients.

Assist current clients with their specific needs in Wills, Trusts Tax and Probate.

Assist Senior Lawyers with their caseload and develop own portfolio of clients.

## **Main Responsibilities**

### **Generic**

Responsible for managing a mixed caseload of client matters subject to appropriate supervision.

Providing clients with high quality, proactive legal advice, which meets client needs.

Achieving the firm's fee targets and assisting and enabling others in the team to do so. Managing own time effectively to facilitate cash flow and credit-management systems, such as time recording, lock-up, cash flow, profitability and billing.

Delivering legal services in a manner which is cost-efficient for both the client and the firm. Using technology to enhance performance.

Enhancing the firm's reputation and position within the community by developing a professional reputation, participating in professional and community activities to support the firm.

Contributing to the firm's general marketing initiatives by participating in firm's marketing events including networking, seminars and writing marketing material.

### **Private Client Services**

Specifically in the area of private client services, advice and support might include:

- Drafting wills.
- Preparing Lasting Powers of Attorney and advising generally on client issues including Deputyships and other Court of Protection applications. Being sympathetic to the particular needs of elderly clients.
- Advising clients on basic Inheritance Tax Planning, including Inheritance Tax exemptions and reliefs.
- Advising clients on the wider implications of any transactions or advice, having sought advice from senior team members.
- Dealing with the administration of estates including intestacy with minimal supervision.
- Supporting the senior members of the team in their caseloads including running their cases during periods of absence and carrying out functions on their cases.

Keeping up to date with developments in Private Client law.

Undertaking any other reasonable duties from time to time allocated to the role.

## Person Specification

Behavioural and Technical	Essential/Desirable	Definition
<b>Relevant or equivalent legal role</b>	Essential	<ul style="list-style-type: none"> <li>• Is passionate and enthusiastic about their area of specialism</li> <li>• Delivers high quality legal services on own initiative.</li> <li>• Proven track record in delivering Private Client work and a wide range of experience.</li> <li>• Holds a Law degree, has completed the LPC and a 2 year training contract or holds a qualifying degree, has completed the GDL 1 year conversion course, the LPC and a two year training contract.</li> </ul>
<b>Customer service and community focus</b>	Essential	<ul style="list-style-type: none"> <li>• Demonstrates passion for and delivers a high level of client service including responsiveness and accessibility. Innovative, positive and client-focused attitude.</li> <li>• Appreciates their role within the local community and makes a positive contribution to the Firm's Corporate and Social responsibility.</li> </ul>
<b>Standards</b>	Essential	<ul style="list-style-type: none"> <li>• Sets and strives for high standards throughout their work.</li> <li>• Demonstrates integrity, shares knowledge, supports and promotes colleagues.</li> <li>• Maintains continued professional development</li> </ul>
<b>Planning and Organising</b>	Essential	<ul style="list-style-type: none"> <li>• Manages own time effectively, is organised and prioritises work efficiently.</li> <li>• Adheres to the firm's procedures for file management and reporting. Monitors and maintains quality and productivity of work.</li> <li>• Works effectively and efficiently without supervision. Works independently, as a member of a designated team and as part of the firm.</li> </ul>
<b>Equality and Diversity</b>	Essential	<ul style="list-style-type: none"> <li>• Is aware of client needs. Respects others cultural viewpoints and perspectives, is constructive and understanding. Demonstrates empathy and is respectful.</li> <li>• Demonstrates an awareness of pertinent cultural issues both within the firm and the wider environment.</li> </ul>
<b>Working with others</b>	Essential	<ul style="list-style-type: none"> <li>• Establishes positive professional and effective relationships. Delegates appropriately and effectively.</li> <li>• Experience of negotiating, facilitating and influencing others to achieve desired outcomes.</li> <li>• Acting calmly in a crisis, tactful, determined, quick-thinking, but methodical and consistent</li> </ul>

<b>Behavioural and Technical</b>	<b>Essential/Desirable</b>	<b>Definition</b>
<b>Commercial awareness</b>	Essential	<ul style="list-style-type: none"> <li>• Can demonstrate strong commercial awareness and acumen.</li> <li>• Attains challenging financial targets.</li> </ul>
<b>Technology</b>	Essential	<ul style="list-style-type: none"> <li>• Computer and web literate and other new media, strong ICT skills</li> <li>• Uses technology and other resources available to achieve objectives</li> </ul>
<b>Presenting and communicating information</b>	Essential	<ul style="list-style-type: none"> <li>• Communicates effectively and appropriately.</li> <li>• Strong oral, written and presentation skills</li> </ul>
<b>Innovation</b>	Essential	<ul style="list-style-type: none"> <li>• Uses initiative to seek out suitable technical solutions.</li> <li>• Handles problems in an innovative way</li> </ul>
<b>Research</b>	Essential	<ul style="list-style-type: none"> <li>• Demonstrates excellent research skills and an attention to detail.</li> </ul>
<b>Business Development and Marketing</b>	Desirable/Essential	<ul style="list-style-type: none"> <li>• Is able to undertake (or relishes) marketing opportunities including networking, writing articles, and giving presentations.</li> </ul>