

**JOB DESCRIPTION – SOLICITOR (CONVEYANCING)**

**Reports to:**

Head of Department

**Role:**

- To undertake residential conveyancing work, including complex matters
- To assist your Head of Department in the effective and efficient running of the department and supervision of the team
- To support the implementation of the department business objectives
- To proactively contribute to the success of the department and the firm through business development/marketing activities
- To uphold exceptional standards of quality and client care

**Key Activities & Responsibilities:**

**Client Care & File Management**

- Advise, assist and represent clients, maintaining an exceptionally high standard of client care at all times
- Balance the demands of your clients/caseload and non-casework responsibilities, ensuring you meet any deadlines set
- Promote and adhere to all file and case management policies and procedures
- To carry out and take responsibility for more complex or high value work

**Financial**

- Meet annual billing and performance targets (which will be calculated in consultation with you)
- Accurately record all time, chargeable and non-chargeable
- Ensure that the billing of files is carried out efficiently and at the earliest opportunity

**People Management & Teamwork**

- Work as a team player providing advice, support, supervision, training and coaching to other fee earners and support staff
- To support in the implementation of policies and procedures
- To delegate to, assist, and work appropriately and considerately with other fee earners and support staff
- To assist in recruitment when required
- To attend and participate in any meetings of the department or the firm when required

**Competence & Development**

- Maintain knowledge and skills in relevant practice area(s) keeping up to date with relevant legislation and case law

- Ensure continuing competence through identifying and addressing any learning needs
- To participate in and engage with supervision in respect of your caseload
- Maintain a good knowledge and understanding of IT systems with a proactive and supportive approach to the introduction of new systems
- To achieve and maintain any relevant accreditations, Law Society panel membership and other appropriate membership

#### **Business Development/Marketing**

- To take an active and enthusiastic role in business development and marketing for the firm including attending meetings, identifying and facilitating internal cross selling opportunities and carrying out business development activities e.g. networking, blog writing, organising events
- Assist your head of department in empowering the team to engage in marketing activities

#### **Compliance**

- Act in accordance with the proper professional standards and regulations of the Solicitors Regulation Authority, and all other relevant bodies including the Legal Aid Agency
- To immediately advise the Partners of any investigation or disciplinary action by the SRA or LeO or any restrictions on your Practising Certificate.
- To identify and report any risks to the COLP, COFA or Money Laundering Reporting Officer where necessary
- Assist in the review of policies and procedures to achieve and maintain quality standards/meet compliance requirements for example, Lexcel, the Conveyancing Quality Scheme and the Money Laundering, Terrorist Financing and Transfer of Funds (Information on the Payer) Regulations 2017

The duties and responsibilities in this job description are not exhaustive and are subject to change in accordance with the needs of the firm.