

JOB DESCRIPTION – TRAINEE SOLICITOR

Reports to:

Head of Department or Solicitor and Training Principal

Role:

- To undertake two-years' qualifying work experience covering both contentious and non-contentious legal practice
- To provide a high-quality legal service to our clients whilst gaining competency to practice as a solicitor in a supported environment

Key Activities & Responsibilities:

Client Care & File Management

Under the supervision of a qualified solicitor:

- To take instructions and identify clients' requirements and goals
- Evaluate and assess information, evidence and legal issues
- Conduct legal research and carry out case planning
- Negotiate and liaise with a range of professionals
- Draft legal documents and correspondence
- Attend court to conduct advocacy and/or take notes
- Adhere to all file and case management policies and procedures

Financial

- Meet annual billing and performance targets
- 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 with other fee earners and support staff
- Assist and work appropriately and considerately with other fee earners and support staff
- To attend and participate in any meetings of the department or the firm when required

Competence & Development

- To maintain a training record
- Ensure that at all times you have the necessary knowledge of the area or areas of law in which you are working
- To participate in and engage with supervision in respect of your work
- Maintain a good knowledge and understanding of IT systems with a proactive approach to the introduction of new systems

Business Development/Marketing

- To contribute to marketing/business development for the firm including identifying and facilitating internal cross selling opportunities and carrying out business development activities e.g. networking, blog writing

Compliance

- Act in accordance with the proper professional standards and regulations of the Solicitors Regulation Authority, and all other relevant bodies
- To follow all policies and procedures contained within the Office Manual
- To identify and report any risks to the COLP, COFA or Money Laundering Reporting Officer where necessary

Our Values:

We are committed to living our values every day. We expect all Trainee Solicitors to contribute positively to our culture by:

- **Working together** to support colleagues, share knowledge, and achieve the best outcomes for our clients.
- **Always learning and growing** by embracing feedback, development opportunities, and continuous improvement.
- **Striving for excellence** in the quality of legal advice, client care, and professional standards.
- **Communicating with clarity** by providing practical, accessible advice and maintaining open and respectful communication with clients and colleagues.

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